

National Institutes of Health Office of Extramural Research

eSNAP Users' Guide

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Introduction

Overview

The Electronic Streamlined Non-Competing Award Process (eSNAP) is a streamlined process for the submission of information necessary to receive a non-competing award under the SNAP authorities. The eSNAP system allows extramural grantee institutions to submit an electronic version of a PHS2590 Progress Report to the NIH via a web interface. At this time eSNAP is an NIH only business process. Users are reminded to use this guide in conjunction with the PH S2590 instructions when completing an eSNAP. See the PHS2590 instructions at http://grants1.nih.gov/grants/funding/2590/2590.htm.

NOTE: Upon receiving an eSNAP from a Grantee Institution, the System sends a notification to the primary IC, the PO assigned to the grant, and the GS assigned to the grant.

eSNAP is accessed through the eRA Commons. eRA Commons is a web-based system that allows extramural grantee organizations, grantees, and the public to receive and transmit information electronically about the administration of biomedical and behavioral research.

Enable eSNAP

Before electronic submission of SNAP progress reports can occur, an institutional official must self-register to enable eSNAP capability. Institutions self-register using the **Edit Institution Profile Screen** (Figure 1.1).

eSNAP includes business process changes available only to electronic SNAP progress reports; therefore in enabling an institution to use eSNAP the authorized official must view and agree to the eSNAP agreement (*see* Figure 1.2).



Figure 1.1: Edit Institution Profile Screen (IPF2006).

Enabling eSNAP capability requires institutions to agree to the use of eSNAP business processes (Figure 1.2).

Please Confirm

We would like to welcome your institution to eSNAP in the eRA Commons.

Included in the eSNAP system are certain business process changes of which you should be aware and agree to before submitting any progress reports through the eSNAP system. All of the differences are designed to reduce the burden on the grantee and make this process much easier, but some may necessitate a change in your own business processes and/or systems. The changes were initially recommended by the eRA Commons Working Group (CWG), representatives from the grantee community, in collaboration with NIH staff.

After discussion with all the extramural business areas at NIH, these business process changes ultimately were approved by the Extramural Program Management Committee of NIH. For now, these business process changes are being tested only through the E-SNAP application. The submission of hard copy SNAP progress reports remains as documented in the PHS2590 instructions.

Below is a list of items describing the differences between the current paper system and the new eSNAP business processes. If you have any questions regarding these differences or of what is expected of you as a grantee, please contact the NIH Office of Policy for Extramural Research Administration at (301) 435-0949 or by email at GrantsPolicy@od.nih.gov.

After reviewing this information, checking "I Agree" will indicate your institution's conformance to these new business processes. Please note that only an individual with the Signing Official role can authorize the use of the eSNAP functionality for your institution. If you feel that this is a decision that should be made by an institutional official with more responsibility, please have that person complete this process.

- 1. Progress reports submitted through eSNAP will be due 45 days prior to the next budget start date instead of 60 days.
- The PI may submit his/her progress report directly to NIH if the institution grants them this authority.
- 3. Bulleted science highlights or other significant changes may be uploaded separate from the actual Progress Report Summary. .
- Citations will be entered in the PI's personal profile for use on multiple submissions. If the publication is available online, the PI may submit a link to the article instead of sending a hard copy.
- 5. IRB and IACUC assurance numbers have already been provided by your institution and will be maintained in the Institutional profile section of the eRA Commons. IRB and IACUC approval dates will not be required as part of each progress report submission. However, it remains your institutional responsibility to ensure that these reviews are conducted in accordance with all Federal requirements. As part of NIH's oversight responsibility, once every quarter, a list of grants submitted by your institution through E-SNAP that involve human subjects and/or vertebrate animals will be sent to you via email. You will be required to submit approval dates for each of those grants. As a condition of your E-SNAP participation, you agree to conduct the appropriate timely reviews and provide this information in this retrospective review. Institutions that do not adhere to these conditions risk losing the ability to participate in E-SNAP.
- 6. The key personnel listed in the "Personnel Report" section of the progress report will be stored on a year-to-year basis and only changes will need to be entered into the system after the first year. As a reminder, only the key personnel are supposed to be listed here.

Please note that when selecting "I Agree", all Signing Officials at your institution will be notified of this change by email.

I Agree Cancel

Figure 1.2: Enable eSNAP Agreement.

Disabling eSNAP capability requires acceptance of terms shown in Figure 1.3 below.

Please Confirm
You are requesting to disable eSNAP for your institution. This will disallow all users at your institution from using the Commons eSNAP application for the Streamlined Non- competing Application Process (SNAP). Additionally, all Signing Officials (SO) at your institution will be notified of this change by email.
I Agree Cancel

Figure 1.3: Disable eSNAP Agreement.

Using the eSNAP Module

eSNAP capabilities include:

- Electronic submission of SNAPs
- Grantee notification of Progress Report status via email
- PI (Principal Investigator) delegation to allow updating of PPF (personal profile) to an authorized user via the Commons system
- Electronic routing of SNAPs to authorizing officials for review and approval
- Streamlining of BPR (Business Process Redesign) benefits
- Delegation of 'release' and 'submit' capabilities
- Identification of eSNAPs in IMPAC II application screens/reports
- NIH notification of an eSNAP receipt via system generated email
- eSNAP reporting available via IMPAC II and eRA Commons Status
- Correspondence between grantee via email hypertext link, regarding eSNAP submission

There are several available user roles associated with the eSNAP application. These roles and their functions are detailed as follows:

- AA. The Account Administrator (AA) is designated by a Signing Official to facilitate the administration of the eRA Commons accounts for their institution. The AA can create accounts, delete accounts, and modify accounts as necessary.
- Asst. The Assistant (ASST) is a basic eRA Commons user who can be assigned as a Principal Investigator delegate for eSNAP/X-Train. Users with this role initially have no access other than updating their own personal profile but can be delegated PI authority to selected accounts in order to aid in administrative tasks. The ASST cannot route the eSNAP.

User Roles

- **AO.** The Administrative Official (AO) reviews grant applications before the final application is submitted to the NIH by the SO. The AO can edit business information, view the eSNAP report, and route the report to the PI or SO. Depending on the institution workflow process, it is possible for the SO and AO to be the same person (in this case the institution only needs a SO account). An AO also can create additional AO and PI accounts.
- **Extramural Administrator**. An individual with a role of SO, AA, and/or AO.
- **PI**. The Principal Investigator (PI) is an individual designated by the institution to direct the project or activity being supported by the grant. The PI is responsible and accountable for the proper conduct of the project or activity. The role of the PI is to initiate the eSNAP Work-In-Progress (WIP), edit business and scientific information, view the eSNAP report, and to route the eSNAP to the AO (administrative officer) or SO (signing official).
- **SO.** The Signing Official (SO) for the institution is an official with authority to perform legally binding grant administration actions. This includes serving as an authority responsible for submission of grant applications to the NIH. The individual fulfilling this role may have any number of titles in the institution. The SO can create and modify accounts, and is able to modify institution profile information.

Accessing the eSNAP Module

The eSNAP Module is accessible via the eRA Commons. To access the Commons you must be a registered user. You must have a registered username and password. Contact your Office of Sponsored Programs or Office of Clinical Research representative for further registration information.

To login to eSNAP:

- 1. Open your web browser.
- 2. In the Address/Location field type: https://commons.era.nih.gov/commons and press Enter.

The eRA Commons Login screen displays (Figure 1.4).

Logging into the eSNAP Module



Figure 1.4: eRA Commons Login Screen (COM001).

- 3. In the Username field, type your eRA Commons username.
- 4. In the **Password** field, type your eRA Commons password.

If you have forgotten your password, see Resetting Your Password on page 8.

NOTE: For security purposes, eRA Commons user passwords expire and must be reset. If your password is soon to expire, a "password close to expiration" message is generated when you log in. If you get this notification, you will be directed to select a new password. When you change your password, you do not need to notify anyone.

5. Click **Login**. The eRA Commons Home screen displays (Figure 1.5).

NOTE: You can only access eRA Commons for one session at a time. If you attempt to log in to another session, using a second browser instance, the system gives you the option of either terminating the first session or canceling the request.



Figure 1.5: Home Screen Showing eSNAP Navigation Tab (COM0001).

6. Select the **<u>eSNAP</u>** access tab.

The Manage eSNAP screen displays (Figure 1.6).

NOTE: Users within institutions where eSNAP is disabled, receive the following message when attempting to access eSNAP – "Your institution does not have access to this application. Your Signing Official (SO) can enable access to eSNAP in the Institution Profile."

Hone Admin Institution Grant List Manage eSNAP	Cironic Research Adm Com Com Profile Personal Profile State O	In Infra Lie A Infra Lie A STUD Lie A APartners Help ed Brough 00/00/2007	Wes Inst Auth	come SMITHA ution: PURDUE UNIVERSITY WEST only: PI	LAFAYETTE Log-ou
Select Grant Number link to r	manage the eSNAP:				
Grant Applications 1 - 10 o	ut of 11 records Prev 1 2 Next				
Grant Number	PI Name	Project Title	Due Date	Status	Current
5R01DC000559-13	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible	
5R01DC000559-14	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible	
SR01DC000559-16	ANNE SMITH	Physiological Correlates of Stuttering	11/16/2005	Not started	
2R01DC000559-10	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING	OVERDOE	Not eSNAP Fligible	
5R01DC002527-04	ANNE SMITH	SPEECH MOTOR PROCESSES-AGE RELATED CHANGES		Not eSNAP Eligible	
2R01DC000559-15	ANNE SMITH	Physiological Correlates of Stuttering		Not eSNAP Eligible	
5R01DC000559-09	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible	
2R01DC000559-15A1	ANNE SMITH	Physiological Correlates of Stuttering		Not eSNAP Eligible	
5R01DC002527-05	ANNE SMITH	SPEECH MOTOR PROCESSESAGE RELATED CHANGES		Not eSNAP Eligible	
5801000035511	ANNA CHILL	Philododical Connectines of stor rening		Noteshire Eligible	
Contact Us/Help Desk I Pri	vacy Notice Disclaimer Access	bity]			
National Institutes (of Health (NH) Opport	ment of Health @ 2007 NH All Rights Reserved.			
9000 Rockville Pike	and Hu	man Services Screen Rendered: 06/21/2007 11:05:12 EDT		GI	ANTS.GOV
Bethesda, Manfand	d 20892	Screen Id: ESP7002		FIND. AP	PLY. BUCCEED.

Figure 1.6: Manage eSNAP Screen (ESP7002)

When a PI accesses the eSNAP system, the **Manage eSNAP** screen displays a list of all assigned awards. The grants that are eligible for submission are displayed as a hypertext link (Figure 1.7); non-NIH grants are not displayed.

Grant Applications 1 - 10 or	t of 11 records Prev 1 2 Next			
Grant Number	P1 Name	Project Title	Due Date	Status Current
5R01DC000559-13	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible
5R01DC000559-14	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING	11/16/2005	Not eSNAP Eligible
54010-00-00-00-00-00-00-00-00-00-00-00-00-	ANNE SMITH	Physiological Correlates of Stuffering	OVERDUE	Not started
2R01DC000559-10 5R01DC002527-04	ANNE SMITH ANNE SMITH	SPEECH MOTOR PROCESSES, AGE RELATED CHANGES		Not eSNAP Eligible Not eSNAP Eligible
2R01DC000559-15	ANNE SMITH	Physiological Correlates of Stuffering		Not eSNAP Eligible
5R01DC000559-09	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible
2R01DC000559-15A1	ANNE SMITH	Physiological Correlates of Stuttering		Not eSNAP Eligible
5R01DC002527-05	ANNE SMITH	SPEECH MOTOR PROCESSES-AGE RELATED CHANGES		Not eSNAP Eligible

Figure 1.7: All grants that are eligible for submission are displayed as a hypertext link on the Manage eSNAP Screen

Resetting Your Password

If you forget your password, the eRA Commons provides a capability for you to request that your password be reset. In this case, a new password is generated and sent to you at the e-mail address contained in your user profile.

If you have forgotten your password:

1. Access the eRA Commons Login screen as described in *Logging into the eSNAP Module* on page 5.



Figure 1.8: eRA Commons Login Screen—Showing Forgot Password Link.

2. Select the **Forgot Password?** hypertext link to access the **Reset Password screen**. The **Reset Password** screen displays (Figure 1.9).

Electronic Research Administration	Welcome Guest Institution: Not Affiliated
	Authority:
Home Links eRA Partners Help	
Reset Password 📀	
* indicates required field	
User ID*	
Email Address*	
Submit Cancel	
Contact ListNein Desk Privary Notice Disclaimer Accessibility	

Figure 1.9: Reset Password Screen (FRW0002)

- 3. In the **User ID** field, type your user name.
- 4. In the Email Address field, type your email address.
- 5. Click **Submit**. You are returned to the **eRA Commons Login** screen and a confirmation message displays notifying you that your password has been reset.
- 6. Check your email inbox to verify your new password.

Changing your Password

eRA Commons offers you the option of changing your password. You must be logged into the system in order to change your password.

To change your password:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module* on page 5.
- 2. Select the <u>Admin</u> access tab (Figure 1.10).



Figure 1.10: Home Screen Showing Admin Navigation Link (COM0001).

The Administration screen displays, (Figure 1.11).

Received a first and a first a	Alean S On S SNUP ISR Metron Assisted Profess Links etch Partners Help Mandam bedies Search Public System Switch User Center	Weicons preporting com Instance us and analysis and analysis of replicits Among: NCA OFM OFMOE UPSPR: CDEV Log.com Management Switch Mode
Heato Yong	s maintenance according to their privileges. Bub-menus are visible to	those users with appropriate privileges.

Figure 1.11: Administration Screen (ADM1010).

3. Select the <u>Accounts</u> navigation link.

The Account Administration screen displays (Figure 1.12).



Figure 1.12: Account Administration Screen Showing the <u>Accounts</u> *Navigation Link (ADM1005).*

4. Select the **Change Password** navigation link (Figure 1.12).

The Change Password screen displays (Figure 1.13).

Electronic Research Administration		Welcome plerpoints_com Institution: U.S. NATIONAL INSTITUTES OF HEALTH
Sponsored by National Institutes of Health	Venion 2.0.3.4	Authority: NCAA OFM OFMDE UPSPR CDEV
Home Admin Institution Profile Personal Profile Status eSNAP Accounts Maintain Authentication Process Registrations &	FSR Internet Assisted Review Links eRA Maintain Profiles Search Profile System Sw	Partners Help Itch User Content Management Switch Mode
Create Account Maintain Account Delegate PPF Edit Change P Change Password @	Password	
New password must meet the following standards:		
 At least eight (8) non-blank characters in length Most contain a moture of leaters, numbers and special characters: First and last characters cannot be numbers Cannot contain username Cannot contain username Cannot contain to en (1) year 	:#\$%*=+<>	
Your password will be changed immediately in eRA production (IMPP) a	applications. For IRDB applications - such as C	VR - password changes will take effect within one hour.
For additional guidance, please review the <u>eRA Password Policy</u> .		
This will chance your password		
This will change your password indicates required field		
Channe Password Form		
Current Password: *		
New Password: *		
Retype New Password: *	Submit Clear Car	
	Submit Circar Car	
Contract Linking Deals I Reiners Matters I Disclotters Literate (hilbs)		

Figure 1.13: Change Password Screen (ADM1013).

- 5. Type your current password in the **Current Password** field.
- 6. Type your new password in the **New Password** field.
- 7. Retype your new password in the **Retype New Password** field.
- 8. Click **Submit** to update your password information.

Logging out of the Commons system ends your current session.

To log out of eSNAP:

1. Select the <u>Log-out</u> hypertext link located at the top of each screen (Figure 1.14).

Logging Out of eSNAP

MB Approval Number: OMB	No. 0926-0001/PHS2590 Approv	ved through 09/30/2007			
elect Grant Number link to r	nanage the eSNUP:				
Grant Applications 1 = 10 0	PI Name	Project Title	Due Date	Status	Current
5R01DC000559-13	ANNE SMITH	PHYSIOLOGICAL CORRELATES OF STUTTERING		Not eSNAP Eligible	Istation
R01DC000559-14	ANNE SMITH	PhysioLogical Correlates of Stuttering	11/16/2005	Not eSNAP Eligible	
2R01DC000559-10 2R01DC000559-10 SR01DC000559-15 SR01DC000559-15 SR01DC000559-15A1 SR01DC000559-15A1 SR01DC000559-15 SR01DC000559-11	ANNE SMITH ANNE SMITH ANNE SMITH ANNE SMITH ANNE SMITH ANNE SMITH ANNE SMITH	Physiological Certeates of Statistican Physiological Contracts of Statistican SPEECH MOTOR PROCESSES-AGE RELATED CHANGES Physiological Contracts of Statistican Physiological Contracts of Statistican SPEECH MOTOR PROCESSES—AGE RELATED CHANGES Physiological, Contractus of Statistican SPEECH MOTOR PROCESSES—AGE RELATED CHANGES Physiological, Contractus of Statistican	OVERDUE	Not started Not eSNAP Eligible Not eSNAP Eligible Not eSNAP Eligible Not eSNAP Eligible Not eSNAP Eligible Not eSNAP Eligible	

Figure 1.14: Manage eSNAP Screen Showing Log-out Link (ESP7002).

Your eSNAP session expires after 45 minutes of inactivity. Five minutes before expiration, an expiration message is displayed. Click **Keep Session** to resume your work or **Abandon Session** to force your account to log out.

🗿 https://commons.test.era.nih.gov/ 🔳 🗖 🔀				
Your session will be timed out in 5 minutes. What would you like to do?				
 Keep Session - Continue editing your page. You will be warned again if your session is in danger Abandon Session - Your session will expire normally and you may loose any data you are currently editing. You may fix your session later by logging in again. 				
Keep Session Abandon Session				

Figure 1.15: Session Expiration Message.

If your session expires while the eRA Commons is open, because you did not respond to the expiration message within the allotted five minutes, you will experience errors or lost functionality in the system (such as disappearing buttons, Internal Server Error 500, pages displaying with no data, or prompts to log in again). If any of these problems occur, close your Web browser window and then reopen it to log in and start a new session.

Expired Session

Multiple Principal Investigator (MPI)

eSNAP supports the Multiple Principal Investigator (MPI) model. MPI allows multiple PIs to be associated with grants, contracts, and cooperative agreements. The label **MPI** displays adjacent to grant numbers when that grant is associated with multiple PIs (*see* Figure 1.16).

	Version 2 10.14 Version 2 10.		Welcome spoty Instation MOURT BINN SCHOOL OF MEDICINE OF INVU Authority: WR PI		
	Grant Applications 1 - 10 out of	11 records Prev 1 2 Nez			
	Grant Number	Pi Name	Project Title	Due Date	Status Current Reviewer
	SP01140034659-08 SP0114504469-02 SP0114504469-04 SP012440034659-04 SP0144034659-05 IR0144407578-01 IR0544407578-01 SP0144034659-05 ZP0144034659-05 ZP0144034659-05 SP0144034659-04 SP0144034-05-07	HURTLEY, CEORDE W HURTLEY, CEORDE W	Mechanisms of cotical synaptic plasticity Carthere advectsing conjunction of plasticity MECHANISMS UNCERF. Invision SOTION CONTEXP. FAILTNCTY MECHANISMS UNCERF. Invision SOTION CONTEXP. FAILTNCTY Relicity of marker investments in synaptic plasticity Relicity of marker investments on synaptic plasticity MECHANISMS of CONTEXP. STRATTCY Mechanisms of cotical synaptic plasticity Mechanisms of cotical synaptic plasticity		Net di SNAP Eligibie Net di SNAP Eligibie
A hitlist grant showing the MPI designation on the Manage eSNAP screen.					
1K55WH075763-01 (WPI)	Contact Us/Help Desk I Privacy National Institutes of He 9000 Rockville Pike Bethesda, Maryland 20	Notice Disclaimer Accessibility ealth (NIH) and Human 192	 <u>official™</u> <u>Services</u> Screen Rendered 07/31/2007 11:31:50 EDT Screen RL SPP7002		GRANTS.GOV

Figure 1.16: Manage eSNAP Screen Showing an MPI Grant (ESP7002).

eSNAP screens displaying PI names display the names of all PIs associated with the grant in alphabetical order. The multiple PI policy requires one PI to be designated as the contact PI, which is designated in our system with the "(Contact)" following their name (*see* Figure 1.17).

	eSNAP Menu 🥝	eSNAP Menu 📀		
	Application Information Grant Number:	5R01CA023400-03		
Multiple PI Names listed.	PI Name:	Abbott, James; Bur	ONIVERSITY OF BARNESVILLE Abbott, James; Bundy, Alfred (Contact); Smith, John; Western, Joey	
	Due Date: Current Reviewer: Status:	10/15/2004 Smith, Cathy Reviewer Work in F	rogress	
	Status of Completion: Upload Science Organization Information	Complete Complete		

Figure 1.17: eSNAP Menu showing PI Names and Contact Designation (ESP7003).

Personal Profile

Overview

Users must maintain their personal information that remains on file with NIH. In order to do this, users must utilize the **Personal Profile** (PPF) section. This section allows users to maintain personal information including: degrees, publications, and contact information.

Creating a Personal Profile

NOTE: Users are only required to create a personal profile once. You are then able to maintain and make updates to your profile when necessary.

To create a personal profile:

1. Log on to the Commons as described in *Accessing the eSNAP Module* on page 5.

Elec C Barrow Harrison	d by Ner shall faithfull the line share first by the second process and the second process of the second proce	vesion 2.0.3.4 sisted Review Links eRA Partners Help	Welcome PIERPOINTB_COM Institution: U.S. NATIONAL INSTITUTES OF HEALTH Authority: INCAA OFM OFMDE UPSPR CDEV Log-out
Commons	mons 2.7.2. As released on 1 and 25th and is now available. For serget Submission - resources, 2.7.2 contains the features relea effective is hosed. Ability to disperse Meeting Materials in Internet Assisted Fi Display of Submission Errors within COAP and soon gran	abures of this release includes many parformance upgrades and suppor sed last week, which include: whew s.gov submissions.	rts changes necessary for the May 2 nd rollout of Public Access
System Notification	Parsane (Establiste) of Contracted Individuel Status - Alcour Photographic Applications of the Alcourte Photographic Applications and the Alcourte Alcou	ument status of all their grant spole above and review detailed information and, and access the Progress Report face page. grant data and autores and the status of the status of the upont of charge and preliminary access for applications they are review anation for a meeting. Wit creates a prediminary summary statement but the instatus of manage user accession and the agent. be instatus of manage user accessions accession with a grant. the instatus of manage user accessions and with a grant. the instatus of manage user accessions accessions with a grant. the instatus of manage user accessions accessions with a grant. the instatus of manage user accessions accessions with a grant. The capabilities of the Net etitic Commons is a sample environment.	on a 65 octubert See a sommary Sicole and Purpose Sicole and Purpose Sicole and Purpose Sicole and Purpose Sicole and Purpose Sicole and Sicole Sicole Sicole Sicole Sicole Sico
Home are an IAR reviewer a	Test by Apama and Steve. Aquaman got in on the testin	g tool mt. It is sent to you amenasimately 6 weeks in advance so if there are iss	nes with your account there is also y of time in clear them up.
Waiting until a day or so bet account issues to an absolut	ere the review is due can affect your account activation. If you belies minimum, with your help we can achieve this goal.	e you already have an account then please test it weeks before the time do	ue. Thank you for your cooperation and we hope to keep
Very Important! When Helpdesk which does 9552 (Toll Free) 301-4	trying to contact the eRA Helpdesk make sure you a not support the eRA Commons. Our contact informa \$1-5939 (TTY) Business hours M-F 7am-8pm EST. Th	e using the correct contact information. Many users hav tion is as follows: Web: http://era.nih.gov Email: common is will help us to help you better, thanks.	ve erroneously been contacting the NIH ns@od.nih.gov Phone: 301-402-7469/866-504-
National Institutes of 9000 Rockville Pike Bethesda, Maryland	Ann Notice Disclaimer Accessibility (Health ONH) 20892 Cesatment of Health © 2007 NIH. All F and Human Sentess Screen Renderer Screen Id: COMO	ights Reserved. . 06/21/2007 10:35:53 EDT 101	GRANTS.GOV

Figure 2.1: Home Screen Showing the **Personal Profile** *Navigation Link* (*COM0001*).

2. Select the **Personal Profile** access tab.

The Select Profile for Edit screen displays (Figure 2.2).

NOTE: If someone other than the PI will be adding the PI's information, that individual must have updating authority. For instruction on granting authority, *see* the *Delegating Authority* section on page 16.



Figure 2.2 : Select Profile for Edit Screen

3. Select the PI name, for which you would like to create a profile, from the **Profile to Edit** drop down list.

If you do not have updating authority, you will not have the option of choosing a profile to edit. You will immediately access the **Personal Page** screen (Figure 2.3).

4. Click **Select Profile**. The **Personal Page** screen displays (Figure 2.3).



Figure 2.3: Personal Page Screen (PPF6010)

- 5. You must complete each sub-menu item listed on the menu bar. These items must be completed in order as they appear from left to right.
 - Personal Information
 - Race/Ethnicity
 - Employments
 - Reviewer Address
 - Residential Address
 - Degrees
 - Publications
 - Reference Letters

For further details pertaining to each of the sub-menu items, please refer to the Commons User Guide located on the Commons Support Page at http://era.nih.gov/commons/index.cfm.

Delegating Authority

Overview

Certain functions and access capability within the eRA Commons eSNAP module can be delegated or assigned, by a Commons user with the appropriate authority, to another registered Commons user(s).

Specific eSNAP delegation types, described in the sections to follow, include:

Delegation Type	Actor	Recipient
Submit Authority	Signing Official	PIs
Principal Investigator (PI) Access Authority	Principal Investigator Signing Official	PIs or other registered Commons users.
Personal Profile (PPF) Edit Authority	Principal Investigator Account Administrator Administrative Officials Signing Official	PIs or other registered Commons users.

NOTE: Delegations are considered temporary and can be revoked at any time.

Submit Authority

The eSNAP **Delegate Submit Authority** function allows the Signing Official (SO) of a grantee institution to assign eSNAP submission rights to Principal Investigators (PIs). Delegating this authority subsequently enables the user to submit eSNAP Progress Reports to the NIH.

The following business rules apply:

- 1. The individual being granted submit authority (via delegation) must be a registered Commons user.
- 2. Only the SO or a user with delegated authority can submit eSNAP Progress Reports to the NIH.
- 3. Only users in the SO role can grant submit authority (allowing PIs or other Commons users to submit eSNAP Progress Reports).
- 4. <u>**Delegated**</u> SO authority is not sufficient to utilize the eSNAP delegate submit authority function. Only users with the SO role can delegate submit authority.

SO - Delegating Submit Authority

SOs delegate submit authority using the **Delegate Submit Access** screen.

SOs - To access the **Delegate Submit Access** screen and begin the process of delegating eSNAP submit authority:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- 2. From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Delegate Submit</u> sub-menu link on the Account Administration screen (Figure 3.1).

Riectronic Research Administration Commons Spansed by National Institutes Marking None (Arm) InstitutionProfile Personal Prof. Status coMAP Links of Partners Help	Welcome ipainter Institution: UNIVERSITY OF MICHIGAN AT ANN A Authority: SO
Accounts Crante Jacaste Milliotan, Majorana Logarat, Dalagate Submit, Dalagat, DDS Edit, Change Dangward	
Account Administration The Account Administration sub-menu allows users to perform accounts maintenance according to their privileges. Sub-menus are visible to those users with appro	priate privileges.

Figure 3.1: Account Administration Screen Showing **Delegate Submit** Sub-Menu Navigation Link (ADM1005).

NOTE: The Delegate Submit sub menu option is only visible to Commons users assigned to the SO role

On the **Delegate Submit Access** screen, a list of **Current Institution PI Users** displays in the left scroll window. The right scroll window displays a list of **Current Submit Delegates** (Figure 3.2).

Electronic Research Administratic Commo Spansared by National Institutes of Healt Iome Administration Profile Personal Profile Sature SA Accounts Create Account Create Affiliation Maintain Account (Peters	17 17 17 18 18 18 18 18 18 18 18 18 18	Welcome [panter Institutor:UNVERSITY OF MICHIOA Authonty: SO
Delegate Submit Access 😡	You are delegating eSNAP Submit Authority	
CETTER INSIGNER INSIGNER ABECASIS, CONCALO ABECASIS, MAME ABECASIS, MAME ABECASIS, CANCALO ABECASIS, CANCALO ABECASIS, AND ADELOA, LISON AJROUCH, KRISTINE AVIL, HUGA AULIO, CEM AJCH, CEM AJCH, ROGER	Assign =>> <> Farvoka Cancel	Current Satimit Decenter Decenter USASS JENNIFER USAALAND STRIETER, Robert TREEDOR, Robert TYOUNO, ELIZABETH

Figure 3.2: Delegate Submit Access Screen (ESP7026).

NOTE: If a name does not appear in the list of Current Institution PI Users, it is likely that a Commons user account does not exist for that individual or that the PI has not been affiliated with your institution. To have an account set up, contact the appropriate SO or AA.

3. From the **Current Institution PI Users** list, select the name of the individual having delegate submit authority assigned (Figure 3.3).

Electronic Research Administrative PROVIDENT COMMUNICATION Sponsord by National Institute of Res Admini Institution Profile Personal Profile Status e Account Institution Profile Personal Profile Status e Account Create Administrative Administration Account Des Description Profile Personal Profile Status e Account Profile Personal Profile Status e Account Profile Personal Profile Status e Account Profile Personal Profile Status e Personal Profile Personal Profile Status e Personal Profile Personal Profile Status e Personal Profile Personal Profile Status e Account Personal Profile Personal Profile Status e Personal Personal Profile Personal Profile Personal Profile Status e Personal Personal Personal Personal Profile Status e Personal Personal Persona	Une Vacios 2.9.2.4 SNAP Links eRA Partners Help Oggate Submit Delegate PPF Edit Change Password	Welcome jpainter Institution: UNIVERSITY OF I Authority: SO
	You are delegating eSNAP Submit Authority	
Percent institution Pl Users ABELSON, JAME ASSOUTATIV ADMIRAAL SUZANNE ABSOUTATIV ADMIRAAL SUZANNE ABOUCH (RUSTINE ARU, PLODA ARU, PLODA ARU, PLODA ARU, PLODA ALHASHIM, HASHIM ALBIN, ROGER	Assign> <== Revoke Cancel	Current Submit Delegates BOCHNIKE, MICHAEL GLASS, JENNIFER ISMAIL, ANID STRIETER, ROBERT TIFEBOR, ROBERT TIFEBOR, ROBERT YOUNG, ELIZABETH

Figure 3.3: Delegate Submit Access Screen (ESP7026).

- 4. Click the Assign ==> button.
- 5. On the **Delegate Submit Confirmation** screen, review the **Certification** and **Acceptance** statement at the bottom of the screen. Click **I Agree** to certify that the implications of delegating the authority to the individual selected are understood (Figure 3.4).



Figure 3.4: Delegate Submit Confirmation Screen (ESP7027).

The system redirects you to the **Delegate Submit Access** screen where a notification – "Delegate Assigned Successfully" – displays in red (Figure 3.5).



Figure 3.5: Delegate Submit Access Screen (ESP7026).

SO - Revoking Submit Authority

In addition to granting submit authority rights, SOs also have the ability to revoke submit authority. Once submit authority is revoked, the user no longer has the ability to submit eSNAP Progress Reports.

SOs - To revoke submit authority:

- 1. Access the **Delegate Submit Access** screen as described in *Delegating Submit Authority*, page 17.
- 2. From the **Current Submit Delegates** list, select the name of the individual having their delegated submit authority revoked (Figure 3.6).

Electronic Research Administration COMMO Spansored by National Institutes of Healt Home (Admin) Institution Profile Personal Profile Status eSN	n S A Vention 2.9.3.4 AP Links eRA Partners Help	Welcome [painter Institution: UNIVERSITY OF MICHIC Authority: SO		
Accounts Create Account Create Affiliation Maintain Account Delega	te Submit Delegate PPF Edit Change Password			
Construction of the constr				
Centert Instantion PUDens ABELSON, JAME ABSODO, AFANNE ADMITRAL, SUDANNE AULLO, ALUSON AULLO, ALUSON AULLO, ALUSON AUL, HUDA AUL, SHIM, HASHIM ALHASHIM, HASHIM ALBIN, RODGER ALDRIDGE, J	Assign> Revoke Cencel	Cerrerel Submit Debepates Abbothone Americano BODENNEE, MICHAEL GLASS, JENNIFER ISMAIL, AMD GRADUERT TREEIDE ROBERT TREEIDE ROBERT YOUNG, ELIZABETH		

Figure 3.6: Delegate Submit Access Screen (ESP7026).

- 3. Click the <== Revoke button.
- 4. On the **Revoke Submit Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.7).

Ele Ele Sperio Home Admin Ins Accounts Create Account	Restance Research A mining and in a stream on a stream of the strea			
Revoke Submit	Revoke Submit Delegate Confirmation V Please confirm hidyou wantto REVORE the person below.			
CONFIRM REVOKE				
Delegate Name:	ABECASIS, CONCALO			
Title:				
Address:	UNIV OF MICHONA SCH OF PUB HLTH DEPT OF BIOSTATISTICS 1420 WASHINGTON HEIGHTS			
	ANN ARBOR MI 401092029			
	Save Can	al		

Figure 3.7: Revoke Submit Delegate Confirmation Screen (ESP7027).

The system redirects you to the **Delegate Submit Access** screen, where a notification - "Delegate Revoked Successfully"- displays in red (Figure 3.8).

Electronic Research Administratil CRACOOMO Spansered by National Insuriaries of Meel items Administration Profile Personal Profile Status eS	AAP Links eRA Partners Help	Welcome (parties Institution: University of Michigan at Ann Arbor Authority: 50
Create Account Create Affiliation Maintain Account Deleg	ate Submit Delegate PPF Edit Change Password	
Delegate Submit Access 📀		
-	You are delegating eSNAP Submit Authority	
	Delegate Revoked Successfully	
Current Innamice H Users	Assign ++>	CITERI SILINI DOINGING DOEHRIE MICHAEL GLASS JENARTER ISMAL, AND STIRETER ROBERT TREBOR ROBERT TREBOR ROBERT HOURND, EUZABETH



NOTE: The name of the delegate is transferred from the **Current Submit Delegates** list back to the list of **Current Institution PI Users**.

PI - Delegate PI Authority

The **Delegate PI** function enables a Principal Investigator to delegate PI Authority to another registered Commons user from their institution. Delegating this authority allows the selected user to assist in the completion of the PIs eSNAP application.

PIs - To delegate PI Authority:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Delegate Pl</u> sub-menu link on the <u>Account Administration</u> screen (Figure 3.9).



Figure 3.9: Account Administration Screen Showing <u>**Delegate Pl**</u> *Sub-Menu Navigation Link (ADM1005).*

On the **Delegate PI Access** screen, a list of **Current Institution Users** displays in the left scroll window. The right scroll window displays a list of **Current PI Delegates** (Figure 3.10)

3. From the **Current Institution Users** list, select the name of the individual having delegate PI authority assigned (Figure 3.10).

Electronic Research Administration CRA Common Sponsored by National Institutes of Health Home Admin Institution Profile Personal Profile Status eSNAP Accounts	Links eRA Partners Help	Welcome jabelson Institution: UNIVERSITY OF MICHIC Authority: PI
Delegate PI Delegate PI Edit Delegate Status Change Par Delegate PI Access @	ssword Verity NH Support You are delegating PI Access for: JABELS	ION
Current Institution Users	Assign ==> Cancel	Current PI Delegates No PI Delegates Found

Figure 3.10: Delegate PI Access Screen (ESP7000)

- 4. Click the Assign ==> button.
- 5. On the **Delegate PI Confirmation** screen, review the information presented, and click **Save** (Figure 3.11).

	Commons	Welcome jabelson Institution: UNIVERSITY
Snons	ared by National Institutes of Health	Authority: PI
Home Admin In	Version 2.9.3.4	
Accounts		
Delegate Pl	Delegate PPF Edit Delegate Status Change Password Verify NIH Support	
Delegate PI Co	nfirmation 📀	
	Please confirm that you want to DELEGATE the person below.	
CONFIRM DELEGATE		
Delegate Name:	Absood, Afaf	
Title:		
	UNIVERSITY OF MICHIGAN 3003 South State, Room 1040	
Address:		
	ANN ARBOR MI 481091274	
	Save Cancel	
	\bigcirc	

Figure 3.11: Delegate PI Confirmation Screen (ESP7001).

The system redirects you to the **Delegate PI Access** screen, where a notification - "Delegate Assigned Successfully"- displays in red (Figure 3.12).

Electronic Research Administration Commons Sponsored by National Institutes of Health Home Admin Institution Profile Personal Profile Status eSNAP Links Accounts Delegate PPE Felt Delegate Status Change Password	Version 2.9.3.4 eRA Partners Help Verffy Nil Support	Welcome jabelson Institution: UNIVERSITY OF MI Authority: PI
Delegate PI Access 😨	Vocume delegating PI Access for: JABLESON	
	Delegate Assigned Successfully!	
Current Insitution Users ADECASIS, GONCALO ADAMS, JULIE ADMIRAAL, SUZANNE AIELLO, ALLISON AJROUCH, KRISTINE AKIL, HUDA AKIN, CEM AL-HASHIM, HASHIM AL-HASHIM, HASHIM ALBERS, JEFRREY ALBIN, ROGER	Assign ==> <== Revoke Cancel	Current Pi Delegates Absood, Alef

Figure 3.12: Delegate PI Access Screen (ESP7000).

PI - Revoking PI Authority

PIs - To revoke PI Authority:

- 1. Access the **Delegate PI Access** screen as described in **Delegate PI Authority** on page 20.
- 2. From the **Current PI Delegation** list, select the name of the individual having their delegated PI authority revoked (Figure 3.13).

Electronic Research Administration CRA Common Spectrone by Nerional Intrinsics of Realth Home Institution Profile Personal Profile States eSNAP Li Actions	S) Visitin 293.4 MAS eRRPutters Help	Wekome jabelos Institutor: UNIVERSITY OF M Autority: PI
Delegate PI Access @	eard Vergy NH Suggarn	
CHITCH INELICIAL DUARS	Assign=+> <== Risyska Cancel	Current Pi Delegates

Figure 3.13: Delegate PI Access Screen (ESP7000).

- 3. Click the set of th
- 4. On the **Revoke PI Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.14).

Elo C Sponso Home Admin Ins	A C O M M O N S C O M M O N S bred by National Institutes of Health stitution Profile Personal Profile Status eSNAP Links eRA Partners Help	Welcome jabelson Institution: UNIVERSIT Authority: PI
Accounts	Delegate DDF Edit Delegate Status, Change Despused, Usefe Will Support	
Revoke PI Dela	agate Confirmation 2	
Revoke I I Dek	Please confirm that you want to REVOKE t	the person below.
CONFIRM REVOKE		
Delegate Name:	Absood, Afaf	
Title:		
	UNIVERSITY OF MICHIGAN 3003 South State, Room 1040	
Address:	\frown	
	ANN ARBOR: MI 481091274	
	Save Cancel	

Figure 3.14: Revoke PI Delegate Confirmation Screen (ESP7001).

The system redirects you to the **Delegate PI Access** screen where a notification - "Delegate Revoked Successfully"- displays in red (Figure 3.15).

Electronic Research Administration Commons Sponsored by National Institutes of Health Home Admin Institution Profile Personal Profile Status eSNAP Linko	Version 2.9.3.4 s eRA Partners Help	Welcome jabelson Institution: UNIVERS Authority: PI
Delegate PI Delegate PPF Edit Delegate Status Change Password	d Verify NIH Support	
Delegate PI Access @	You are delegating PLAccess for JABELSON	
	Delegate Revoked Successfully!	
Current Institution Users ABECASIS, GONCALO ABSOOD, AFAF ADAMS, JULIE ADMIRAAL, SUZANINE AIELLO, ALLISON AJROUCH, KRISTINE AKIN, CEM AKIN, CEM AL-HASHIMI, HASHIM ALBERS, JEFFREY	Assign> Cancel	Current Pi Delegates No Pi Delegates Found

Figure 3.15: Delegate PI Access Screen (ESP7000).

NOTE: The name of the delegate has been transferred from the **Current PI Delegates** list back to the list of **Current Institution Users**.

SO - Delegating PI Authority

Signing Officials have the ability to delegate or assign PI Authority on behalf of an active PI within their institution.

SOs – To delegate PI Authority on behalf of a PI:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- 2. From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Maintain Account</u> sub-menu link on the Account Administration screen (Figure 3.16).



Figure 3.16: Account Administration Screen showing <u>Maintain Account</u> Link (ADM1005).

3. On the **Account List** screen, select "PI" as the **Role**, and then in the remaining fields select and/or enter all available information pertaining to the PI (Figure 3.17).

Electronic	Research Adminis	tration 💦		Welcome jpainter
	Comn	none		Institution: UNIVERSITY C
	Comm			Authority: SO
Sponsored by N	ational Institutes of	Health 🥖	Version 2.9.3.4	
Home Admin Institution Pro	file Personal Profile Statu	is eSNAP Links eRAPa	rtners Help	
Accounts				
Create Account Create Attili	ation Maintain Account	Delegate Submit Deleg	jate PPF Edit Change Password	
Account List 😳				
Search Criteria				
Role:	Account Status:	Active 🗸		
ALL K Hold down Ctrl key to				
AA do multiple select or to	Name:	Last	First	
AO deselect.		Aldridge	J	
ASST				
	User ID:			
			Search Clear	
•				
Account Search Results				
User Name	cor ID Emai	Adrose	Account Status	Last Indated
No pesquate available	actio Ellidi	nuul 633	Recount Status	Last optated
no accounts available.				

Figure 3.17: Account List Screen (ADM1007).

4. Click the Search button.

The Account Search Results display at the bottom of the screen (Figure 3.18).

Electronic Reserved C RA Sponsored by National	Commons Institutes of Health	Version 2.0.3.4		Welcome jpainter Institution: UNIVERSITY OF MICHIG/ Authority: SO
Home Admin Institution Profile Per Accounts	sonal Profile Status eSNAP Links	eRA Partners Help		
Create Account Create Affiliation	Maintain Account Delegate Sub	mit Delegate PPF Edit Change	Password	
Account List 📀				
Search Criteria				
Role:	Account Status: Active	•		
ALL AA do multiple select or to deselect.	Name: Last Aldridge	Fiet		
ASST PI SO	User ID:			
		Search	Clear	
Account Search Results 1 - 1 out of 1 records	Prev 1 Next All			
User Name 🔷 🛛 User ID 🔷	Email Address 🔷	Account Status	Last Updated	Role Action
ALDRIDGE, J JWAYNEA	eRATest@mail.nih.gov	Active	7/30/2005 20:55:59	PI View Edit Delete Deleterri

Figure 3.18: Account List Screen (ADM1007).

5. Click the **Delegate PI** link, located below the **Action** column heading (Figure 3.19).

Account Search Res	ults 1 - 1 out of 1 records	Prev 1 Next All				
User Name 🔶	User ID 🔶	Email Address ≑	Account Status	Last Updated	Role	Action
ALDRIDGE, J	JWAYNEA	eRATest@mail.nih.gov	Active	7/30/2005 20:55:59	PI	View Edit Driete Delegate Pl

Figure 3.19: Account List Screen (ADM1007) – Account Search Results.

The **Delegate PI Access** screen displays, where a notification - "You are delegating PI Access for (the PI you selected)" – displays at the top of the screen (Figure 3.20).

Electronic Research Administration Common Sonsored by National Institutes of Health Home Admin Institution Profile Personal Profile Status eSNAP Account Create Affiliation Maintain Account Delega Delegate PI Access ©	Vesion 2.9.3.4 Links eRA Partners Help ile Submit Delegate PPF Edit Change Pessword	Welcome (painter Institution: UNIVERSITY OF MICHIC Authority: SO
Current Institution Users ABECSASIS, GONCALO ABELSON, JAMIE ABSODD, AFAF ADAMS, JUJE ADMIFAAL, SUZANNE ADMIFAAL, SUZANNE ALILO, ALLISON AJROUCH, KRISTINE AKII, HUAS, ALISON ALI-HASHIM, HASHIM V	(Assign>) (Cancel)	Current PI Delegates No PI Delegates Found

Figure 3.20: Delegate PI Access Screen (ESP7000).

On the **Delegate PI Access** screen, a list of **Current Institution Users** displays in the left scroll window. The right scroll window displays a list of **Current PI Delegates** (Figure 3.20).

6. To delegate PI authority, select the name of the individual having delegate PI authority assigned from the **Current Institution Users** list (Figure 3.21).

Home A Creat	Electronic Res. Sponsored by Nation dmin Institution Profile P counts Account Create Affiliation	earch Administration Commo al Institutes of Health ersonal Profile Status eSNA Maintain Account Deleg	version 2.9.3.4 P Links eRA Partners Help gate Submit Delegate PPF Edit	Change Password	Welcome ipainter Institution: UNIVERSITY OF Authority: SO
Delegat	e PI Access 😨		You are delegat	ing PI Access for: JWAYNEA	
Current Insi Ade CASIS ABSELSON ADAMS, J ADAMS, J ADAMS, J ADAMS, J ADAMS, J ADAMS, J ADAMS, J ADAMS, J ADAMS, J ADAMS, J AJROUCH AKIN, CEN AL-HASHI	tution Users 6, GONCALO 2, JAMIE AFAF OLIE L. SUZANNE LLISON 4, KRISTINE A 1 1 1 1 1 1 1 1 1 1 1 1 1		C	Assign> Cancel	Current Pi Delegates No Pi Delegates Found

Figure 3.21: Delegate PI Access Screen (ESP7000).

- 7. Click the Assign ==> button.
- 8. On the **Delegate PI Confirmation** screen, review the information presented, and click **Save** (Figure 3.22).

El C C C C C C C C C C C C C C C C C C C	A Commons ared by National Institutes of Health Vettion 2934	Welcome jpainter Institution: UNIVERSI Authority: SO
Home Admin in Accounts	strutton Prome Personal Prome Status eSNAP LINKS eKA Partners Help	
Create Account	Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password	
Delegate PI Co	nfirmation 📀	
Ŭ	Please confirm that you want to DELEGATE the person below.	
CONFIRM DELEGATE		
Delegate Name:	Abelson, Jamie	
Title:		
	3003 South State, Room 1040	
Address:	\sim	
	ANN ARBOR MI 481091274	
	Save Cancel	
	\bigcirc	

Figure 3.22: Delegate PI Confirmation Screen (ESP7001).

The system redirects you to the **Delegate PI Access** screen where a notification - "Delegate Assigned Successfully"- displays in red (Figure 3.23).

Electronic Research Administration CRA Commons Sponsored by National Institutes of Health	Vertion 2934	Welcome jpainter Institution: UNIVERSITY OF MIC Authority: SO
Home Admin Institution Profile Personal Profile Status eSNAP Lin	iks eRA Partners Help	
Accounts Create Account Create Affiliation Maintain Account Delegate Si	ubmit Delegate PPF Edit Change Password	
Delegate PI Access @		
	You are delegating PLAccess for: JWAYNEA	
	Delegate Assigned Successfully	
Current Insitution Users ABECASIS, GONCALO ABSODD, AFAF ADAMS, JULE ADMIRAAL, SUZANNE AAELLO, ALLISON AJROUCH, KRISTINE AKIL, HUDA AKIN, CEM ALHASHIMI, HASHIM ALBERS, JEFFREY	Assign ==> <== Revoke Cancel	Current Pi Delegates Abelson, Jamie

Figure 3.23: Delegate PI Access Screen (ESP7000)

SO - Revoking PI Authority

SOs also have the ability to revoke PI Authority assigned on behalf of another PI.

SOs - To revoke PI Authority:

- 1. Access the **Delegate PI Access** screen as described in *SO Delegating PI Authority*, page 23.
- 2. From the **Current PI Delegates** list, select the name of the individual having their delegated PI Authority revoked (Figure 3.24).

Electronic Research Administration	2n n S h Vertion 29.3.4 AP Links BRA Partners Help	Welcome jpainter Institution: UNIVERSITY OF MICH Authority: SO
Accounts Create Account, Create Affiliation	errote Submit Delevate DDF Edit Change Depowerd	
Delegate PLAccess ?	egate Submit Delegate PPF Eur Change Password	
	You are delegating PLAccess for: JWAYNEA	
	Delegate Assigned Successfully!	
Current Institution Users ABECASIS, GONCALO ABSOD, AFAF ADAMS, JULIE ADMIRAAL, SUZANNE AJROUCH, KRISTINE AJROUCH, KRISTINE AKIL, HOJA AKIN, CEM ALHASHIMI, HASHIM ALBERS, JEFFREY	Assign ==> <== Revoke Cancel	Abelson, Jamie

Figure 3.24: Delegate PI Access Screen (ESP7000).

- 3. Click the button.
- 4. On the **Revoke PI Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.25).

Home Admi	Electronic Research Administration Commons Sponsord by National Institutes of Health Institution Profile Personal Profile Status eSNAP Links eRA Partners Help	Welcome jpainter Institution: UNIVER: Authority: SO
Create Ac	ccount Create Affiliation Maintain Account Delegate Submit Delegate PPF Edit Change Password	
Revoke P	I Delegate Confirmation 🥹	
	Please confirm that you want to REVOKE the person below.	
CONFIRM REVO	KE	
Delegate Name:	: Abelson, Jamie	
Title:		
	3003 South State, Room 1040	
Address:		
	ANN ARBOR MI 481091274	
	Savo Cancol	

Figure 3.25: Revoke PI Delegate Confirmation Screen (ESP7001)

The system redirects you to the **Delegate PI Access** screen, where a notification – "Delegate Revoked Successfully" – displays in red (Figure 3.26).

Electronic Research Administration		Welcome jpainter
	C	Institution: UNIVERSITY O
	5	Authority: SO
Sponsored by National Institutes of Health	Varian 2934	,
Home Admin Institution Profile Personal Profile Status eSNAP 1	Links eR& Partners Help	
Accounts		
Create Account Create Affiliation Maintain Account Delegate	Submit Delegate PPF Edit Change Password	
Delegate PLAccess @	· · · · ·	
Delegate FTACCESS		
	You are delegating PI Access for: JWAYNEA	
	Defende Developing Annual (199	
	C Delegate Revoked Successfully!	
Current Insitution Users		Current PI Delegates
		No Di Dolo noto o Found
ABECASIS, GUNCALU	Assign ==>	No Fi Delegates Found
ABELSUN, JAMIE		
ABSOOD, AFAF		
ADAMS, JULIE	Cancel	
ADMIRAAL, SUZANNE		
AIELLO, ALLISON		
AJROUCH, KRISTINE		
AKIL, HUDA		
AKIN, CEM		
AL-HASHIMI, HASHIM		

Figure 3.26: Delegate PI Access Screen (ESP7000).

NOTE: The name of the delegate has been transferred from the **Current PI Delegates** list back to the list of **Current Institution Users**.

Delegate Personal Profile (PPF) Update Authority

The eRA Commons **Personal Profile** module contains identifying information on an individual that remains on file with the NIH. As such, it is important that the records stored in the profile are updated (as needed) on a regular basis. To help facilitate this, Principal Investigators (PI), Account Administrators (AA), Administrative Officials (AO), and Signing Officials (SO) have the ability to delegate PPF update authority, which allows personal information records to be updated by a registered Commons user other than the user whose information is contained in the profile.

NOTE: An incomplete personal profile can result in an error on the eSNAP report. Also note that only the user whose information is contained in the profile can delegate or revoke update authority for his/her account.

To delegate authority that allows another user to update your personal profile:

- 1. Log on to eRA Commons as described in *Logging into the eSNAP Module*, on page 5.
- 2. From the Commons' Home screen, select the <u>Admin</u> link, then the <u>Accounts</u> link, and then the <u>Delegate PPF Edit</u> sub-menu link on the Account Administration screen (Figure 3.27).



Figure 3.27: Account Administration Screen showing **Delegate PPF Edit** *Link* (*ADM1005*).

On the **Delegate PPF Edit Access** screen, a list of **Current Institution Users** displays in the left scroll window. The right scroll window displays a list of **Current PPF Edit Delegates** (Figure 3.28).

Electronic Research Administration COMMONS Sponsored by National Institutes of Health Kemen (Admin) Institution Profile Personal Profile Status eSNAP Links eRAPathers Help	Welcome jpainter Institution: UNIVERSITY Authority: SO
Accounts Create Account Create Affiliation Maintain Account Delegate Submit (Delegate PPF Edit) Change Password	
Delegate PPF Edit Access @ You are delegating PPF Edit Authority.	
Current Institution Users ABELSON, IAME ABELSON, IAME ADMRS, JULIE ADMRRAAL SUZANNE AFLUD, ALUSON AJROUCH KRISTINE AVIL HUDA ARN, CEM AL-HASHIM, HASHIM	Current IPPF Edit Delegates No PPF Edit Delegates Found

Figure 3.28: Delegate PPF Edit Access Screen (ESP7029).

3. From the **Current Institution Users** list, select the name of the individual having delegate PPF authority assigned (Figure 3.29).

Electronic Research Administration	s	Welcome jpainter Institution: UNIVERSITY Authority: SO
Home Admin Institution Profile Personal Profile Status eSNAP L	inks eRA Partners Help	
Accounts Create Account Create Affiliation Maintain Account Delegate Subm	nit Delegate PPF Edit Change Password	
Delegate PPF Edit Access @		
-	You are delegating PPF Edit Authority.	
An ent ansatution Users		Current PPF Edit Delegates
ABECASIS, GONCALO	Assign ==>	No PPF Edit Delegates Found
ABSUUD, AFA	Cancel	
ADMIRAAL SUZANNE	Calicer	
AIELLO, ALLISON		
AJROUCH, KRISTINE		
ANIL HODA AKIN CEM		
AL-HASHIMI, HASHIM		
·		

Figure 3.29: Delegate PPF Edit Access Screen (ESP7029).

- 4. Click the Assign ==> button.
- 5. On the **Delegate PPF Edit Confirmation** screen, review the information presented, and click **Save** (Figure 3.30).

F I	actropic Research Administration	Welcome insin
	and a state of the	Institution: UNIN
III <i>e</i> R	A Commons W	institution. ONIV
Show	pared by National Institutes of Health	Autionty. 50
Hama Admin to	Version 2.9.3.4	
Home Admin I	Istrution Profile Personal Profile Status eSNAP Links eka Partners Help	
Croate Account	Croste Affiliation Maintain Account Delegate Submit Delegate DDS Faith Change Dessword	
Delevente DDE	Create Annual on Maintain Account Delegate Submit Delegate FFF Edit Change Password	
Delegate PPF	Edit Confirmation 🥹	
	Please confirm that you want to DELEGATE the person below.	
CONFIRM DELEGATE		
Delegate Name:	ABECASIS, GONCALO	
Title:		
	LINB/ OF MICHIOAN POLI OF BUB ULTH	
Address:	1420 WASHINGTON HEIGHTS	
	ANN ARBOR MI 481092029	
	Save	

Figure 3.30: Delegate PPF Edit Confirmation Screen (ESP7030).

The system redirects you to the **Delegate PPF Edit Access** screen, where a notification – "Delegate Assigned Successfully" – displays in red (Figure 3.31).

Electronic C C RA Sponsored by N Home Admin Institution Pro Accounts	Research Administ Comm ational Institutes of file Personal Profile Statu	ration nons Neatta s eSNAP Links eRA Partners Help	Welcome (painter Institution: UNIVERSITY O Authority: SO
Create Account Create Affil Delegate PPF Edit Acc	ation Maintain Account De	elegate Submit Delegate PPF Edit Change Password	
		View are delegating PPF Edit Authority	17
		Delegate Assigned Successfully	
Current Insitution Users			Current PPF Edit Delegates
ABELSON, JAMIE ABSOOD, AFAF	^	Assign ==>	ABECASIS, GONCALO
ADAMS, JULIE		des Bauska	
AJELLO, ALLISON		C Hevere	
AJROUCH, KRISTINE AKIL, HUDA		Cancel	
AKIN, CEM AL-HASHIMI HASHIM			
ALBERS, JEFFREY	×		

Figure 3.31: Delegate PPF Edit Access Screen (ESP7029).

6. Repeat steps 3 through 5 until the desired delegates are added.

Revoke PPF Update Authority

To Revoke PPF Authority:

- 1. Access the **Delegate PPF Edit Access** screen as described in *Delegate Personal Profile (PPF) Authority* on page 27.
- 2. From the **Current PPF Edit Delegates** list, select the name of the individual having their delegated PPF Edit Authority revoked (Figure 3.32).

Electronic Research Administration Research by National Institutes of Realth Home Administration Profile Personal Profile Status eSHAP Land	Veniss 2.0.3.4 s eRA Partners Help	Welcome (painter Institution: UNIVERSITY Of Authority: SO
Create Account Create Affiliation Maintain Account Delegate Submit	Delegate PPF Edit Change Password	
Delegate PPF Edit Access 📀	You are delegating PPF Edit Authority.	
	Delegate Assigned Successfully	
Current Institution Users ABELSON, JAMIE ABELSON, JAMIE ADAMS, JUUE ADMRPAAL SUZANNE ADMRPAAL SUZANNE ALLO, ALUSON AJROUCH, KRISTINE AXIL, HUDA AKIL, CEM ALHASHIM, HASHIM ALHASHIM, HASHIM ALBERS, JEFFREY V	Assign ==>	Current PPF Edit Delegates ABE CASIS: GONCALO

Figure 3.32: Delegate PPF Edit Access Screen (ESP7029).



4. On the **Revoke PPF Edit Delegate Confirmation** screen, review the information presented, and click **Save** (Figure 3.33).

EI EI	ectronic Research Administration	Welcome jpainter
	A Commons	Institution: UNIVERSIT
	Commond	Authority: SO
Spons	orea by National Institutes of Health Vesion 2.0.3.4	
Home Admin In	istitution Profile Personal Profile Status eSNAP Links eRA Partners Help	
Accounts	Constration Medicine Research Delegate Colonia (Marris DDD CR) Change Decouverd	
Create Account	Create Affination Maintain Account Delegate Submit Deligitate PPP Edit Change Password	
Revoké PPF E	dit Delegate Confirmation 🦦	
	Please confirm that you want to REVOKE the person below.	
CONFIRM REVOKE		
Delegate Name:	ABECASIS, GONCALO	
Title:		
	UNIV OF MICHIGAN, SCH OF PUB HLTH	
	DEPT OF BIOSTATISTICS	
Address:	1420 WASHINGTON HEIGHTS	
	ANN ARBOR MI 481092029	
	Save	

Figure 3.33: Revoke PPF Edit Delegate Confirmation Screen (ESP7030).

The system redirects you to the **Delegate PPF Edit Access** screen, where a notification – "Delegate Revoked Successfully" – displays in red (Figure 3.34).

	Welcome ipainter Institution: UNIVERSI Authority: SO
Delegate PPF Edit Access You us delegation PPF Edit Access You us delegation PPF Edit Added Understand	
Current Institution Users ABECOASIS, GONCALO ABELSON, JAME ABESOOD, AFAF ADAMS, JULIE ADMIRAAL, SUZANNE ADMIRAAL, SUZANNE AFELIO, ALUSON AUFOUCH, KRISTINE AKIL, HUDA AKIN, CEM AL-HASHIM, HASHIM V	Current PPF Edit Delegates No PPF Edit Delegates Found

Figure 3.34: Delegate PPF Edit Access Screen (ESP7029)

eSNAP Management

Overview

The **Manage eSNAP** screen is used to view a list of eSNAP reports that you are able to access. The eSNAP reports listed on this page are available to you, and you are able to perform various actions on these reports.

All awards accessible to a PI are listed on the **Manage eSNAP** screen. The awards that are eligible for submission are displayed as a hypertext link (Figure 4.1).

OMB Approval Number: OMB	No. 0926-0001/PHS2590 Approve	d through 09/30/2007			
Select Orant Number link to	manage the eSNAP:				
Grant Applications 1 - 10 o	ut of 15 records Prev 1 2 Next				
Grant Number	PI Name	Project Title	Due Date	Status	Curren Review
600000 (00999990)2	STEPHEN C BENOIT	Role of CNS Insulin in Learning and Memory		Not eSNAP Eligible	
5R01DK064885-03	STEPHEN C BENOIT	Syndecan & CNS Melanocortin Signaling in Energy Balance	02/16/2006 OVERDUE	Principal Investigator Work in Progress	C DEN
1F32DK010032-01	STEPHEN C BENOIT	INTERACTION OF CNS INSULIN AND MELANOCORTIN SYSTEMS		Net a Chief Flights	
5F32DK010032-02	STEPHEN C BENOIT	INTERACTION OF CNS INSULIN AND MELANOCORTIN SYSTEMS		Not eSNAP Eligible	
1R01DR060153-01	STEPHEN C BENOIT	Role of CNS Insulin in Learning and Memory		Not esnap Eligible	
1R21MH069662-01	STEPHEN C BENOIT	Interaction of estrogen and metabolism on memory		Not eSNAP Eligible	
1R01DK064885-01A1	STEPHEN C BENOIT	Syndecan & CNS Melanocortin Signaling in Energy Balance		Not eSNAP Eligible	
1R01DK066223-01A1	STEPHEN C BENOIT	Behavioral Mechanisms of CNS Melanocortin Action		Not eSNAP Eligible	
1R01DK068452-01	STEPHEN C BENOIT	Mechanisms of central insulin resistance by dietary fat		Not eSNAP Eligible	

Figure 4.1 : Manage eSNAP Screen (ESP7002).

PIs or users that are delegated PI updating authority use the **Manage eSNAP** screen to view their eSNAP reports. By default, all applications are listed and there is no search form available.

SOs and AOs use the Manage eSNAP page to search for grants from their institution or grants that have been routed to them as reviewers.

To access the eSNAP grant list:

- 1. Log on to the eSNAP Module as described in *Logging into the eSNAP Module* on page 5.
- 2. Select the **<u>eSNAP</u>** access tab. The **Manage eSNAP** screen displays with the Grant **List** displayed.

Viewing the eSNAP Grant List
3. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (Figure 4.2).

Elect CRA Sponsore Home Admin Institution	Commo toy National Institutes of Health Tothe Personal Profile Status	ran S Veries 2034 Internet Assisted Review Links eRA Partners Help	Welcome benotisc Institution: URVERSITY OF CINCINNATI Authority: UAR PI Log-bal
eSNAP Menu @	e eSNAP Upload Science Edit Busines		
Wild Manuacated Cuberlandon O	steen Otabus: AVAII ADI E		
Application Information	stem status, AVAILABLE		
Grant Number:	5R01Dk064885-03		
Institution	UNIVERSITY OF CINCINNATI		
PI Name:	STEPHEN C BENOIT		
Project Title:	Syndecan & CNS Melanocortin Sig	analing in Energy Balance	
Due Date:	02/16/2006		
Current Roviewer:	BENOIT, STEPHEN		
Status:	Principal Investigator Work in Prog	ress	
Status of Completion:			
Upload Science	Incomplete		
Organization Information	Incomplete		
Penormance sites	Incomplete		
Reversionnel Recent Subject	Incomplete		
SNAP Questions	incomplete		
Inclusion Enrolment	incomplete		
nicio provi Cristoni della	and the second se		
View eSNAP Report	Validate View Routing History	Route	
Contact Ushlelp Desk Priva	cyNotice Disclaimer Accessibility		
National Institutes of	Health (NIH) C Department of Health	© 2007 NIH. All Rights Reserved.	
9000 Rockville Pike	and Human Services	Screen Rendered: 06/26/2007 09:53:48 EDT Screen Id: EOP7002	GRANTS.GOV"
Devresda, Maryland	A441	0(1941) IQ. E017/003	FIND. APPLY, SUCCEED."

Figure 4.2 : eSNAP Menu Screen (ESP7003).

If you are an SO (Signing Official) or an AO (Administrative Officer), you have the option of performing a search for specific grants.

To search for grants:

- 1. Access the **Manage eSNAP** screen, as described in this section.
- 2. Enter the desired search information in the **Search Form** block.

Electron C C R A Sponsored b Home Admin Institution Prof Grant List PDPI Assura	vic Research Administ Comn y National Institutes of the Personal Profile Status mcc Report	Tellon Non S Vesiss 23.3.4 ESNIP FSR Links eRA Partners Help	V Ir A	Velcome cchismso vstaston: VIRGINA COMMONWEALTH U uthority: FSR SO CDEV	UNMERSITY Lop-out
Manage eSNAP 📀					
OMB Approval Number: OMB No. 0	926-0001/PHS2590 Approved thr	ogh 09/30/2007			
Grant Number:	Type Activity	IC Code Serial Number Support Year Suffix Code			
PILast Name:					
Current Reviewer Last Name:					
Status:	All	✓			
		Search			
Select Grant Number link to mana Grant Applications 1 - 3 out of 3 r	ge the eSNAP: ecords Prev 1 Next	Protect Title	Due Date	Status	Current
5K23DA015774-04	KAREN L CROPSEY	Smoking Research With Incarcerated Females	07/16/2005	Reviewer Work in Progress	CHERM.
SR0 1HL 059469-08	Rakesh C. Kukreja	Molecular Mechanisms of Delayed Preconditioning	07/16/2005 OVERDUE	Reviewer Work in Progress	CHISM CHERYL CHISM
SK22AI057724-02	ADRIANA E ROSATO	Regulation/mecA gene expression/clinic S.aureus isolates	07/16/2005 OVERDUE	Reviewer Work in Progress	STRAWDERRY JONES
I Contact UniMela Desk I Proyace h	Inter Disclame LAcessibility				
National Institutes of Here 9000 Rockville Pike Bethesda, Maryland 2001	Ith (NH) Capacitments and Human (fHeath © 2007 NH. All Rights Reserved. Screen Rendered: 06/26/2007 10:00:11 EDT Screen Id: ESP7002		GF FIND. API	ANTS.GOV"

Figure 4.3: All Signing Officials and Administrative Officers have the option of searching for specific grants.

3. Click **Search** to perform the query. A list of matching proposals with hyperlinked grant numbers displays. Proposals displayed in bold text are overdue.

NOTE: The fields for the search information on this page (Grant Number, PI Last Name, Current Reviewer Last Name, and Status) are all optional. Use any desired combination of the fields to perform the search for grants. If no information is specified, all available grants will be listed when you click Search.

4. Select the hypertext link for the desired grant number to access the **eSNAP Menu** screen (ESP7003).

eSNAP Menu

eSNAP Menu Screen Details

The **eSNAP Menu** screen displays when a grant eligible for submission is selected from the **Grant List**. This screen includes two blocks of information: Application Information and Status Completion.

C C RA	Commons	Welcome benotisc Institution: UNIVERSITY OF CINCINNATI Authority: LAR PI LO					
Home Admin Institution P	Home Advinis Institution Plater Instance Profile Status SSUUD Inferent Assisted Pavlers Links eRA Partners Help						
eSNAP Menu 😳							
NIM Manuscript Submission St	stam Status AVAII ADI E						
Application Information							
Grant Number:	580104/054005-03						
Institution:	UNIVERSITY OF CINCINNATI						
PIName	STEPHEN C BENOIT						
Project Title:	Syndecan & CNS Melanocortin Signaling in Energy Balance						
Due Date:	02/16/2006						
Current Reviewer:	BENOT, STEPHEN						
Status:	Principal Investigator Work in Progress						
Organization Information Performance Sites Key Personnel Research Subject SINAP Questions Inclusion Enrollment View eSNAP Report	Incomplete Incomplete Incomplete Incomplete Incomplete Validate View Routing History Route						
[Contact Usibility Desits Prive	xNotoe (Dischemer (Accessibility)						
National Institutes of 9000 Rockville Pike Bethesda, Maryland 2	Isath (NHA) Copartment of Health © 2007 NH- All Rights Reserved. Screen Rendered: 06/26/2007 09:53:48 EDT Screen Id: ESP7003 Screen Id: ESP7003	GRANTS.G					

Figure 4.4: eSNAP Menu Screen (ESP7003).

Application Information Block	The application information section provides the user with details pertaining to the selected grant.
Status of	The Status of Completion Block lists each section of the eSNAP and indicates
Completion	whether that section has been completed. Because the complete designation is
Block	optional, sections that show as incomplete may in fact have been completed.

Initiating an eSNAP Report

The *Initiate* option is available for eSNAP reports with a status of Not Started. Access is granted to PIs and PI delegates (Figure 4.5).

NOTE: An eSNAP can be initiated even if required information in the Personal Profile and Institution Profile sections is missing. If any of this information is incorrect or missing, you are prompted to correct/complete the information after initiating the grant. Processing may continue on the eSNAP without making the corrections. However, the eSNAP will not pass validation for submission to the NIH until the errors are corrected.

To initiate an eSNAP Report:

- 1. Access the **eSNAP Menu** screen as described in *Viewing the eSNAP Grant List* on page 32.
- State of Completion:
 Normedicine

 Oparation normation:
 Normedicine

 Oparation normation:
 Normedicine

 Market Depart Incomplete
 Normedicine

 Num of Completion:
 Normedin:

 Num o
- 2. Click **Initiate** (Figure 4.5).

Figure 4.5: eSNAP Menu Screen (ESP7003).

The **eSNAP Menu** displays showing the status of the eSNAP as a Work In Progress (WIP) (Figure 4.6).

Electro C C C C C C C C C C C C C C C C C C C	nte Research Administration Commons by National Profiles status (Health de Personal Profiles Status (SSUD) Internet Assisted Review Links (RA Partners Help	Welcome benots: Instation: UNVERSITY OF CINCINNATI Authority: UAR PI Log-Sof
Crant List Manager eSNAP Menu © NH Manuscript Submission Syst Application Information Grant Number: Project Tale: Dee Date:	SSAD Uplead Scence - Fall Business am Statur AVRLABLE SR010x04408-03 Usavulristry of cacepeuts STEPHER: DEBOT Ophocan & CHB Mateoratin Signaling in Energy Balance Optocode	
Status of Completions Uplace Science Organication Information Performance Stess Kichy Personnel Research Subject SNAP Questions Inclusion Enrollment View eSNAP Report	Principal Investigator Vitori. In Progress Kongelete Kongelete Kongelete Kongelete Kongelete Kongelete Kongelete Kongelete Kongelete Kongelete	
Source Contact UseHelp Desk Privacy National Institutes of He 9000 Rockville Pike Bethesda, Mayland 205	Notice (Discistement / Accessibility) Imm. Altho acd Liuman, Bendes 92 92 92 92 92 92 92 92 92 92	GRANTS.GOV

Figure 4.6: eSNAP Menu Screen (ESP7003).

eSNAP Business

Overview

The **Edit Business** access tab is available for all grants that have the status of *Work In Progress (WIP)*. Access to business items is granted to all PIs or PI delegates when the PI is assigned as the current reviewer and to AOs and SOs when they are assigned as the current reviewer.

NOTE: Pages can be saved in WIP state when required items are missing; however, submission to NIH is rejected.

To access the Edit Business functionality:

1. Select the **Edit Business** access tab from the **eSNAP Menu** screen.

NOTE: The Edit Business menu is only available to the contact PI for the grant. Edit Business is not available to other PIs associated with the grant at this time.

Elect C C C C C C C C C C C C C C C C C C C	reale Research Administration Commons by National for Unit of Administration Vertice 2024 Vertice 2024 Vertic	Walcome banotisc Instance: UNIVERSITY OF CIRCINNATI Authority: URP PI
eSNAP Menu 📀		
NIH Manuscript Submission 9	stem Status: AVALABLE	
Application Information		
Grant Number:	5R01D4:064885-03	
Institution:	UNIVERSITY OF CINCINNATI	
PI Name:	STEPHEN C BENOIT	
Project Title:	Syndecan & CNS Melanocortin Signaling in Energy Balance	
Due Date:	02/16/2006	
Current Rowewer:	BENUIL STEPHEN Drinsing Impetingtor Work in Drogress	
dianas.	r insparinessgate trock in r ogress	
Status of Completion:		
Upload Science	Incomplete	
Organization Information	Incomplete	
Performance Sites	Incomplete	
Key Personnel	Incomplete	
Research Subject	Incomplete	
SNAP Questions	Incomplete	
Inclusion Enrollment	Incomplete	
View eSNAP Report	Validate View Routing History Route	
Contact Us/Help Desk I Priva	tv Notice I Disclaimer I Accessibility 1	4
National Institutes of	Health (NH) Department of Health @ 2007 NH. All Rights Reserved.	
9000 Rockville Pike	and Human Senices Screen Rendered: 06/26/2007 09:53:48 EDT	GRANTS.GOV*
Bethesda, Maryland 2	0892 Screen Id: ESP7003	FIND. APPLY. SUCCEED."

Figure 5.1: eSNAP Menu Screen (ESP7003).

Edit Business Sub-Menu

The **Edit Business** access tab allows you to view and edit information pertaining to an eSNAP on the **Edit Business - Org. Info** screen (Figure 5.2).

	onsored by National Institutes of Health	S Version 29.32
Home Admin Ins Grant List M Org Info Pe Edit Busine	titution Profile Personal Profile Status (SNAP) I Manage (SNAP) Upload Science Edit Business Trormance States Key Personnel Research Subject SN SS - Org. Info @	nternet Assisted Review Links eRA Partners Help AP and Other Progress Report Questions & Checklist Inclusion Enrollment
idicates required fi itle of Proiect	eld	Progress Report Period
yndecan & CNS Me	elanocortin Signaling in Energy Balance	Start: 04/01/2005 End: 03/31/2006
incipal Investigate	or	Applicant Organization
Name:	STEPHEN C BENOIT	Name: UNIVERSITY OF CINCINNATI
ldress:	Line 1 UNIVERSITY OF CINCINNATI	Address: UNIVERSITY OF CINCINNATI 2624 CLIETON AVE
	Line 2 DEPT OF PSYCHIATRY	CINCINNATI, OH 45221-0127
	Line 3 PO BOX 670559	CINCINNATI OH 45221
	Line 4	UNITED STATES
	Line +	EIN: 1316000989A1
	City/State CINCINNATI OHIO	Department: PSYCHIATRY Major Subdivision: SCHOOL OF MEDICINE
	Zip Code/Country 45267055 UNITED STATES	
ione:	(513) 558-4312 Fax (513) 558-89	90
mail:	eRATest@mail.nih.gov	
egrees:	PHD	
	Calendar	
onths Devoted to I	Project: * Academic	
	Summer	
Iministrative Offic	ial	Signing Official
dress information	i for the AO or SO must be updated by the official whose i	name appears above the address.
Idrose		Addrees
NI 633.		AND USS.
	Fau	Dhanna Faur
none: mail:	rax	E-mail:
	Save	Cancel
	Designate /	As Complete

Figure 5.2: Edit Business – Org. Info Screen (ESP7008).

The information is divided into the following sections:

- Org Info (Organization Information)
- Performance Sites
- Key Personnel
- Research Subject
- SNAP and Other Progress Report Questions & Checklist
- Inclusion Enrollment

Designate as Complete

The bottom of each eSNAP Edit Business section indicates whether the section has been designated as complete. If the section is marked as complete, the name of the person who performed the action and the date the section was designated as complete are indicated. If the section is not marked as complete, you can mark the section as complete by clicking the **Designate As Complete** button located at the bottom of the page (*see* NOTE below, also, *see* **Designate As Complete** button on Figure 5.3).

NOTE: Designating a section as complete does not save the record.

Save and Complete

To store an eSNAP record and indicate that it is officially complete, click the Save & Complete button at the bottom of the page. Once this button is clicked, a message displays to indicate who performed the action and the date the section was marked as saved and complete (see Save & Complete button on Figure 5.3).



Org. Info

NOTE: Whenever you edit business information in a previously completed section, the status of the section reverts back to incomplete.

The **Edit Business - Org. Info** screen lists project and institution information regarding the selected eSNAP. This screen requests the principal investigator's contact information, percent effort, and the name of your institutional representative. (When multiple PIs are involved, the screen reflects the "Contact" PI only.) Some information may be automatically added by the system. Verify that the pre-populated information is correct. If there are any errors, correct the errors.

To access and complete the **Edit Business - Org. Info** screen:

1. Select the <u>Edit Business</u> access tab from the eSNAP Menu screen.

The Edit Business - Org. Info screen displays (Figure 5.4).

ndicates required f			
Title of Project	eld	Progress Report	Period
Syndecan & CNS M	elanocortin Signaling in Energy Balance	Start: 04/01/200	5 End: 03/31/2006
Principal Investigat	or	Applicant Organiz	ation
PI Name:	STEPHEN C BENOIT	Name:	UNIVERSITY OF CINCINNATI
Address:	Line 1 UNIVERSITY OF CINC	CINNATI Address:	2624 CLIFTON AVE
	Line 2 DEPT OF PSYCHIATE	RY	CINCINNATI, OH 45221-0127
	Line 3 PO BOX 670559		CINCINNATI OH 45221
			UNITED STATES
	Line 4	EIN:	1316000989A1
	City/State CINCINNATI OHIC	Department:	PSYCHIATRY
	Zip Code/Country 45267055 UNITED S	TATES Major Subdivision	SCHOOL OF MEDICINE
Phone:	(513) 558-4312 Fax (513)	558-8990	
E-mail:	eRATest@mail.nih.gov		
Degrees:	PHD		
	Calendar		
	Proto at * Acadamia		
Months Devoted to	Project: Academic		
	Summer		
Administrative Offi	cial	Signing Official	
Address informatio	n for the AO or SO must be updated by the official i	whose name appears above the addr	ess.
Name:	•	Name:	•
Address:		Address:	
Dhonor	Eav	Dhone	Favr
Finone. E mail:	Fax	F mail:	Fax.
C-man.		E-mail.	
		Save Cancel	
	Desi	anata da Canalata	
	Desi	gnate As Complete	
		ave & Complete	

Figure 5.4: Edit Business - Org. Info Screen (ESP7008).

• The Title of the Project, Progress Report Period, Principal Investigator, and Applicant Organization sections are prepopulated with the information saved in the database.

NOTE: If the Department displayed on the screen is incorrect, check the Progress Report submitted last year to verify that the same error appeared on the Face Page. The information here should match the information you submitted previously. You will not be able to correct this error through eSNAP. Contact your grants management specialist to inform them of the error.

- 2. Enter the number of Months Devoted to Project:
 - Calendar
 - Academic
 - Summer

See Figure 5.5

Enter the number of months devoted to the project. Three columns are provided depending on the type of appointment being reflected, academic, calendar, and/or summer months. Individuals may have consecutive appointments within a calendar year, for example for an academic period and a summer period. In this case, for each appointment, identify each separately using the corresponding column. If effort does not change throughout the year, use only the calendar months column. If effort varies between academic and summer months, leave the calendar month column blank and use only the academic and summer month columns. In cases where no contractual appointment exists with the applicant organization and salary is requested, enter the number of months for that period.

3. Complete the Administrative Official block of the Edit Business- Org. Info screen (Figure 5.5).

NOTE: The **Administrative Official** block information must be entered before organization information can be saved.

• Select the name of your institutional representative from the **Name** drop down list. When the name is selected the institutional representative's contact information is automatically completed.

	Home Admin Institu Grant List Man Org Into Perfor Edit Business	Commons ored by National Institutes of Health ion Profile Personal Profile Status ge eSNAP Upolad Science mance Sites Key Personnel Research Subject SNA - Org. Info @	S Version 2.9.32 Version 2.9.32 Lernet Assisted Review Lin P and Other Progress Repo	Vietcome beholisc Institution: UNIVERSITY OF CINCINNATI Authority: IAR PI Log-out Vesion 2.9.3.2 t Assisted Review Links eRA Partners Help d Other Progress Report Questions & Checklist Inclusion Enrollment		
	Title of Project		Progress Report	Period		
	Syndecan & CNS Melan	ocortin Signaling in Energy Balance	Start: 04/01/200	95 End: 03/31/2006		
	Principal Investigator		Applicant Organi	zation		
	PI Name:	STEPHEN C BENOIT	Name:	UNIVERSITY OF CINCINNATI		
	Address:	Line 1 UNIVERSITY OF CINCINNATI	Address:	UNIVERSITY OF CINCINNATI 2624 CLIETON AVE		
		Line 2 DEPT OF PSYCHIATRY		CINCINNATI, OH 45221-0127		
				CINCINNATI OH 45221		
		Line 3 PO BOX 870559		UNITED STATES		
		Line 4	EIN:	1316000989A1		
		City/State CINCINNATI OHIO	 Department: 	PSYCHIATRY		
		Zip Code/Country 45267055 UNITED STATES	Major Subdivision	N: SCHOOL OF MEDICINE		
	Phone:	(513) 558-4312 Fax (513) 558-8990	ו			
	E-mail:	eRATest@mail.nih.gov				
	Degrees:	PHD				
		Calendar				
	Months Devoted to Proj	ect: * Academic				
		summer				
Administrative	Administrative Official		Signing Official			
Official Block	Address information for	the AO or SO must be upda <mark>ted by the official whose na</mark>	ime appears above the add	ress.		
	Name:	•	Name:			
	Address:		Address:			
			▶			
Signing Official				J		
Block	Phone:	Fax				
	E-mail:	i da	E-mail:	100.		
		Save	Cancel			
		Designate As	Complete			
		Save & Ci	omplete			

Figure 5.5: Edit Business - Org. Info Screen—Administrative Official Block (*ESP7008*).

4. Complete the Signing Official block of the Edit Business -

Org. Info screen (Figure 5.5).

NOTE: The **Signing Official** block information must be entered before organization information can be saved.

- Select the name of your institutional representative from the **Name** drop down list. When the name is selected the institutional representative's contact information is automatically completed.
- 5. Click **Save** to save information entered (Figure 5.6).

Title of Project					Progress Rep	ort Period
Syndecan & CNS Melanoco	rtin Signaling in Ener	gy Balance			Start: 04/01/	2005 End: 03/31/2006
Principal Investigator					Applicant Org	anization
PI Name:	STEPHEN C BEN	OIT			Name:	UNIVERSITY OF CINCINNATI
Address:	Line 1	UNIVERSITY	OF CINCINNATI		Address:	2624 CLIFTON AVE
	Line 2	DEPT OF PSY	CHIATRY			CINCINNATI, OH 45221-0127
	Line 3	PO BOX 6705	59			CINCINNATI OH 45221 UNITED STATES
	Line 4				EIN:	1316000989A1
	City/State	CINCINNATI	OHIO	•	Department:	PSYCHIATRY
	Zip Code/Country	4526705t UI	NITED STATES	-	Major Subdivi:	sion: SCHOOL OF MEDICINE
Phone:	(513) 558-4312	Fax	(513) 558-8990	1		
E-mail:	eRATest@mail.ni	ih.gov	1			
Degrees:	PHD					
	Calendar					
Months Devoted to Project	* Academic					
· ·	Summer					
Administrative Official					Signing Officia	al
Address information for the	e AO or SO must be u	ipdated by the	official whose nam	e appe	ars above the a	nddress.
Name:	-				Name:	•
Address:					Address:	
			_			
Phone:	Fax		\cap		Phone:	Fax:
E-mail:					E-mail:	
			Save Ca	ncel		
			De ignate As C	omple	te	
		_	Save & Com	nlete		
			0410 4 001			
	This se	ction has	s not been d	lesio	unated as	s complete
	Warning: C	licking on Des	ignate as Complete	doesr	not save change	es to the eSNAP

Figure 5.6: Edit Business - Org. Info Screen, Save Button (ESP7008).

6. Click **Designate As Complete** to indicate that you have added all of the necessary details to this page (see page 37 for more details regarding Designate As Complete functionality).

Title of Project				Progre	ss Report Pe	eriod		
Syndecan & CNS Melan	ocortin Signaling in En	ergy Balance		Start:	04/01/2005	End:	03/31/2006	
Principal Investigator				Applica	ınt Organizal	tion		
Pl Name:	STEPHEN C BE	NOIT		Name:		UNIVERSIT	OF CINCINNATI	
Address:	Line 1	UNIVERSITY	OF CINCINNATI	Addres	s:	UNIVERSIT 2624 CLIFT	/ OF CINCINNATI ON AVE	
	Line 2	DEPT OF PS	SYCHIATRY			CINCINNAT	l, OH 45221-0127	
	Line 3	PO BOX 670	559			CINCINNAT	OH 45221	
	Line 4			EIN:		131600098	BA1	
	City/State	CINCINNATI	оню	 Depart 	ment:	PSYCHIATE	Y	
	Zip Code/Coun	try 45267055 U	JNITED STATES	Major 9	Subdivision:	SCHOOL O	MEDICINE	
Phone:	(513) 558-4312	Fax	(513) 558-8990					
E-mail:	eRATest@mail	.nih.gov						
Degrees:	PHD							
	Calendar							
Months Devoted to Proj	ect:* Academic							
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Address information for	the AO or SO must be	e updated by the	e official whose name	appears abov	e the addres	ss.		
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Figure 5.7: Edit Business - Org. Info Screen (ESP7008).

7. Click the **Save & Complete** button (Figure 5.7).

NOTE: Clicking the **Designate As Complete** button does not save your work (see page 37 for more details regarding Designate As Complete functionality).

Performance Sites	The Performance Sites access tab includes information detailing the address or addresses of where the selected project's research work is being conducted. When several performance sites are associated with a project, you must list all sites including VA facilities and foreign sites. A default performance site, based on the institution profile address, is added when the eSNAP is initiated.
Completing Details for	To complete the details included on the Performance Sites access tab:
Performance Site	 Select the <u>Edit Business</u> (<i>see</i> Figure 5.1) access tab from the eSNAP Menu screen. Select the <u>Performance Sites</u> access tab (Figure 5.8).

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	On the Parlamente STAT Key Vensional Research Subject SNAP and Other Progress Report Questions & Checklist Inclusion Error Edit Bushnesse _ Parlamentce Site List @	lment
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	Figure 5.8: Edit Business - Performance Site List (ESP	7012).
	2. Add new, Edit, or Delete the current p	performance address.
Adding a New	To add new performance sites:	
Adding a New Performance Site	1. Enter details of the new performance Performance Sites Form block (Fig	site into the ure 5.8).
	 Click Save & New. The performance selected grant (Figure 5.8). 	site is added to the
	NOTE: If the selected project is taking place at more the additional performance sites.	nan one location, add
	3. Click Designate As Complete to indecompleted the information on this page	icate that you have ge.
Editing on Evicting	To edit an existing performance site address:	
Performance Site	1. Select the <u>Edit</u> hypertext link located site address you would like to edit (Fi	next to the performance gure 5.9).
	 The existing address displays in the P block. Make the necessary modifications to Performance Sites Form block (Figure 1996) 	Performance Sites Form the address in the ure 5.8).
	3. Click Save & New . The new perform added to the selected grant.	ance site address is
	4. Click Designate As Complete to indicompleted the information on this page	icate that you have ge.
	To delete an existing performance site address:	
Deleting an Existing Performance Site	 Select the <u>Delete</u> hypertext link loca performance site address you would l 	ted next to the ike to delete (Figure 5.9).

Links for	Performance Sales				la anos	
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	Contact UshHelp Desk Privacy Notice Disr National Institutes of Health (NH) 9000 Rockwille Pike Bethesda, Maryland 20892	laimer Accessibility Comparison of Health and Human Services and Human Services and Service	2007 NIH. All Rights Reserved. creen Rendered: 06/27/2007 10:42:33 EDT creen Id: EBP7012		GRANT	S.GOV-

Figure 5.9: Edit Business - Performance Site List (ESP7012).

The **Delete Performance Site** screen displays (Figure 5.10)

2. Click **Delete** at the bottom of the **Delete Performance Site** screen (Figure 5.10).

The performance site is deleted from the selected grant's record. You are returned to the **Edit Business - Performance Site List** screen.

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Address 4		Country	UNITED STATES	
		Deite Ean	cel	
(Contact Us/Hel)	p Desk Privacy Notice Disclaimer Accessibility			
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Figure 5.10: Delete Performance Site Screen (ESP7010).

3. Click **Designate As Complete** to indicate that you have completed the information on this page (Figure 5.8).

Key Personnel

The **Key Personnel** access tab includes a listing of individuals who contribute to the scientific development or execution of the project in a substantial, measurable way, whether or not a salary has been requested.

Individuals designated as *Other Significant Contributors*, (e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project), should not be included in this report unless their involvement has changed so that they now meet the definition of *key personnel*.

Key Personnel Details

To add details to the Key Personnel access tab:

 Select the Edit Business (see Figure 5.1) access tab from the eSNAP Menu screen. Select the Key Personnel access tab (Figure 5.11).

NOTE: The SSN input field on the **Edit Business - Key Personnel List** screen only accepts the last four digits of an SSN.

NOTE: The **Edit Business - Key Personnel List Screen**—Personnel Block, the column **Months Devoted to Project** replaces **Annual % Effort** (*see* **Months Devoted to Project** on page 39).

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Figure 5.11: Edit Business - Key Personnel List Screen (ESP7007).

2. Add new, Edit, or Delete the current key personnel listing.

NOTE: "(Contact)" displayed adjacent to a PI name in the **Personnel** block **Role(s)** column designates that the PI is the actual PI for the grant (*see* **Multiple Principal Investigator (MPI)** on page 13).

To add new key personnel details:

Adding New Details for Key Personnel

- 1. Add the appropriate information to the **Personnel Form** block (Figure 5.12).
- 2. Click **Save & New**. The information that you have added displays in the **Personnel** block at the bottom of the screen (Figure 5.12).
- 3. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

NOTE: For the **Months Devoted to Project** field, when a value is entered for either Academic and/or Summer months in combination with Calendar months, or no value is entered for Calendar, Academic, or Summer months, the system displays a warning message on the **Edit Business- Key Personnel List** screen.

To edit and existing key personnel listing:

Editing Key Personnel Details

1. Select the **Edit** hypertext link located next to the key personnel listing that you would like to edit (Figure 5.12).

The key personnel listing information displays in the **Personnel Form** block of the screen.

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Figure 5.12: Select the Edit hypertext link to make modifications to the key personnel listing.

- 2. Make the necessary changes to the information located in the **Personnel Form** block.
- 3. Click **Save & New**. The information is updated for the selected listing.
- 4. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

NOTE: For the **Months Devoted to Project** field, when a value is entered for either Academic and/or Summer months in combination with Calendar months, or no value is entered for Calendar, Academic, or Summer months, the system displays a warning message on the **Edit Business- Key Personnel List** screen.

NOTE: Only **Months Devoted to Project** can be edited for Contact PI and PI key personnel data

To delete a key personnel listing:

Deleting Key Personnel Details

1. Select the **Delete** hypertext link located next to the key personnel listing that you would like to delete (Figure 5.13).

NOTE: The **Delete** hypertext link only displays adjacent to Key Personnel detail records that can be deleted. Key Personnel detail records with PI or MPI roles cannot be deleted.

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Figure 5.13: Select the Delete hypertext link to remove the key personnel listing from the selected grant's record.

The Delete Key Personnel screen displays (Figure 5.14).

2. Click **Delete** at the bottom of the **Delete Key Personnel** screen (Figure 5.14).

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Figure 5.14: Click Delete to remove the key personnel listing from the grant's record.

You are returned to the Edit Business - Key Personnel List screen.

3. Click **Designate As Complete** to indicate that you have completed the information on the **Key Personnel** screen.

Research Subject The **Research Subject** screen includes information related to human subjects and vertebrate animal research.

To add Research Subject details:

 Select the Edit Business (see Figure 5.1) access tab from the eSNAP Menu screen. Select the Research Subject access tab (Figure 5.15).

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Name:	STEPHEN C BENOIT	Grant Number:	5R01Dk064885-03	
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Figure 5.15: Edit Business- Research Subject Screen (ESP7028).

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2. Select the appropriate response to each of the listed questions.

Human Subject Section

Select *No* if activities involving human subjects are not planned at any time during the proposed budget period. The remaining questions in the Human Subjects section are then not applicable. Select *Yes* if activities involving human subjects, whether or not exempt from the Federal regulations for the protection of human subjects, are planned at any time during the budget period, either at your organization or at any other performance site or collaborating institution. *See Inclusion Enrollment* on page 60 for details.

Does the proposal involve human subjects?

• Has the involvement of human subjects changed since the previous submission?

If yes, the change must be addressed in the Progress Report.

Select *Yes* if the involvement has changed since your previous submission. You must discuss these changes in your progress report (*see Accessing the Upload Science Screen* on page 63 for more information about progress reports).

• Is the research exempt?

Select *Yes* if the activities are designated to be exempt from the regulations and insert the exemption number corresponding to the exemption category. Select *No* if the planned activities involving human subjects are not exempt, and complete the remaining sections. The Assurance number is listed if your organization has an approved Human Subjects Assurance on file. Indicate if there has been a full Institutional Review Board (IRB) review for the proposed activities.

• NIH-defined Phase III Clinical Trial

Select *Yes* or *No* to indicate whether the project is an NIH-Defined Phase III clinical trial.

• Full IRB Review?

Select Yes or No to indicate whether the project has received full IRB review.

Human Subject Education:

Required only for new key personnel that are involved in human subject research. Include a description of the education completed in the protection of human subjects.

Note, if the human subjects research is exempt under exemption #4, then this documentation is not required. (*See* Figure 5.15 for a view of the text box that follows this question.)

Animal Subject Section

• Does the proposal involve animal subjects?

Select *Yes* if activities involving vertebrate animals are planned at any time during the budget period, either at the applicant organization or at any other site or collaborating institution.

• Has the involvement of animal subjects changed since the previous submission?

If there has been no change, select *No*. If vertebrate animals were not involved in the last application but are now to be included, or if significant changes regarding the use of animals are now proposed, select *Yes* and provide a description in the progress report.



Figure 5.16: Click Save & Complete to indicate that you have completed the Edit Business - Research Subject Screen.

- 1. Click **Save** to save the details that you have added to the **Edit Business Research Subject** screen.
- 2. Click **Designate As Complete** to indicate that you have completed the information on the **Research Subject** screen.

SNAP and Other Progress Report Questions & Checklist The **SNAP and Other Progress Report Questions & Checklist** page (ESP7018) lists questions relating to the following categories:

- SNAP questions
- Inventions and patents
- Program Income
- Facilities & Administration

NOTE: If there is a change in performance sites that will affect Facilities and Administration costs, update the performance site information as described in *Performance Sites* on page 42.

To add details to the **Edit Business - SNAP and Other Progress Report Questions & Checklist** screen:

> Select the <u>Edit Business</u> access tab from the eSNAP Menu screen. Select the <u>SNAP and Other Progress Report</u> <u>Questions & Checklist</u> access tab (Figure 5.17).

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Has there been a change in	the other support of key personnel since the last reportin	g period?*		
No O Yes If yes evolution the change (s)	and attach complete Other Support information.*			
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terminated and/or if a previo using the suggested format	usly pending grant is now active, submit complete Other Su and instructions found in the PHS 398 application (MS.Won	or PDF). Annotate		
this information so it is clear information is not necessar	r what has changed from the previous submission. Submis- y if support is pending or for changes in the level of effort for	sion of other support active support		
reported previously. Other s those individuals considered	upport information should be submitted only for the principa d by the principal investigator to be key to the project.	l investigator and for		
Do not routinely include Oth	er Support information for "Other Significant Contributors". H	owever, if the level of		
involvement for an individual personnel", this change shi	I listed in this category has changed such that they are now ould be indicated in this section and Other Support informati	considered "key on provided.		
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Figure 5.17: Edit Business - SNAP and Other Progress Report Questions & Checklist (ESP7018).

2. Select the appropriate answer to each listed question. If you select *Yes* as the answer, you must provide an explanation in the text box below the question.

NOTE: The contents of each text box may not exceed 2000 characters.

eSNAP Section

• Has there been a change in the other support of key personnel since the last reporting period?

If yes, explain the change(s) and attach complete Other Support Information:

(*See* Figure 5.17 for a view of the text box and files block that follow this question.)

Specific information is to be provided only if active support has changed. If a previously active grant has terminated and/or if a previously pending grant is now active, **submit complete Other Support information** using the suggested format and instructions found in the PHS 398 application (MS Word or PDF). Annotate this information so it is clear what has changed from the previous submission. Submission of other support information is not necessary if support is pending or for changes in the level of effort for active support reported previously. Other support information should be submitted only for the principal investigator to be key to the project.

Do not routinely include Other Support information for "Other Significant Contributors", e.g., those that may contribute to the scientific development or execution of the project, but are not committing any specified measurable effort to the project. However, if the level of involvement for an individual listed in this category has changed such that they are now considered "key personnel", this change should be indicated in this section and Other Support information provided.

• Will there be, in the next budget period, a significant change in the level of effort for the PI or other personnel designated on the Notice of Grant Award from what was approved for this project?

If yes, please justify.

(See Figure 5.17 for a view of the text box that follows this question.)

A significant change in level of effort is defined in Federal regulations as a 25 percent reduction in time devoted to the project. For example, if a NGA-specified person on the project is expected to reduce his/her effort from 4.8 CY months to 3.6 CY months, which represents a 25 percent reduction in the level of effort, an explanation must be provided.

• Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total budget?

If yes, please justify.

(See Figure 5.17 for a view of the text box that follows this question.)

Explain any estimated unobligated balance (including prior year carryover) that is greater than 25 percent of the current year's total budget. Provide an explanation of why there is a significant balance and how it will be spent if carried forward into the next budget period.

Program or grants management staff may require additional information in order to evaluate the project for continued funding. Failure to provide this information will result in a delayed award. If a project or grantee organization requires closer monitoring by NIH staff, the project or organization may not use these simplified instructions.

If you have any questions, contact the grants management specialist identified on the current Notice of Award.

• Change in select agent research?

If yes, please explain in the Progress Report.

Select "No" if the activities planned for the coming year are not different from the previous submission.

Select "Yes" if proposed research involving Select Agents is different from that proposed in the previous submission. Include an explanation as part of the progress report.

• Change in Multi PI Leadership Plan?

If yes, please explain in the Progress Report.

This section is only applicable if Multiple PIs are part of the approved project. Select "No" if there is no change in the leadership plan as originally proposed and approved.

Select "Yes" if there has been any change in the governance and/or organizational structure of the Multiple PI Leadership Plan including communication plans and procedures for resolving conflicts. Discuss any changes to the administrative, technical, and scientific responsibilities for the PIs in the progress report.

If this submission includes a change in the contact PD/PI, select "Yes" and address this change and the impact, if any, the change has on the administrative, technical, and scientific responsibilities for the PDs/PIs.

Inventions and Patents Section	•	Were any inventions conceived or first actually reduced to practice during the course of work under this project?
oconom		If yes, has the invention been previously reported?
	If Yes is selected	, indicate if the invention has been previously reported.
Program Income Section	•	Is program income anticipated during the proposed period for which support is requested?
Section		If yes, save changes by clicking on the "Save" button and then click here to enter / edit program income information.
	Indicate if progra support is reques	am income is anticipated during the proposal period for which ted. If you have made any changes to any information on the

support is requested. If you have made any changes to any information on the page, click Save before editing the program income. *See Program Income* on page 55 for more information about completing this section if program income is anticipated.

Complete this section only if there is a change in Performance sites that will affect F&A costs.

(*See* Figure 5.17 for a view of the text box for the Facilities & Administration Section response.)

3. Click **Save** to save the details that you have added to the screen.

Facilities &

Administration Section

4. Click **Designate As Complete** to indicate that you have completed the information on the **SNAP Questions & Comments** screen.

Program Income

You have the option of adding, editing, or deleting details related to the anticipated amount of program income during the proposal period for which support is requested.

 Select the Edit Business access tab from the eSNAP Menu screen. Select the SNAP and Other Progress Report Questions & Checklist access tab (Figure 5.17).

NOTE: If you have made any changes to the **SNAP and Other Progress Report Questions & Checklist** screen, please click **Save** to save any changes you have made prior to editing the program income information to ensure that the information entered is not lost.

○ No ○ Yes	
If yes, save changes by clicking on the "Save" buttor below and then <u>click here to enter / edit program income information</u> .	
Facilities & Administration	
Complete this section only if there is a change in Performance sites that will advect Edd costs	
Save Cancel	
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Save & Complete	
This section has not been designated as complete	
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Figure 5.18: Edit Business - SNAP and Other Progress Report Questions & Checklist Partial View (ESP7018).

 Select the <u>click here to enter / edit program income</u> <u>information</u> hypertext link (Figure 5.18). The Edit Business
 Program Income screen displays (Figure 5.19). Edit Business -Program Income Screen Fields

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Drogram Income			
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04/05/2006 - 04/05/2007	\$20,000.00 NIH		Edit I Delete

Figure 5.19: Edit Business - Program Income Screen (ESP7016).

Field		Description
Budget Period Start Date	-	Start date for the Budget period where program income is anticipated.
		The date entered must be within the project period dates.
		Format: MM/DD/YYYY.
Budget Period End Date	_	End date for the Budget period.
		The date entered must be within the project period dates.
		Format: MM/DD/YYYY.
Anticipated Amount	_	Anticipated Program Income amount.
		Amount entered must be greater than zero.
Source of Income	_	Source of the Program Income.
		The length of the value entered is limited to 50 characters.

NOTE: A value is required for all fields.

To add Program Information:

Add Program Income Information

1. Enter the required fields (Figure 5.20 and field descriptions above).



Figure 5.21: Edit Business - Program Income Screen with New Program Income Information added. (ESP7016).

Edit Program Income Information

- To edit Program Income information:
 - 1. Access the **Edit Business Program Income** screen as described on page 55.

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Figure 5.22: Edit Business - Program Income Screen showing Edit Link (ESP7016).

2. Select the **Edit** hypertext link for the Program Income block item needing editing (Figure 5.22).

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be edited.	ų v			Save & New	Cancel		
		Program Income Budget Period	Anticipated Amount	Source(s) of Income		Action	
		04/05/2006 + 04/05/2007	\$20,000.00	NIM		Edis I Devele	
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		9000 Rockville Pike Bethesda, Maryland 20892	and Human Services	Screen Rendered: 06/28/2007 09:31:52 Screen Id: ESP7016	2 EDT	PING	GRANTS.GOV

Figure 5.23: Edit Business - Program Income Screen showing the Fields available for Edit. (ESP7016).

- 3. Enter the desired field changes (*see* field descriptions on page 56).
- 4. Click Save & New.

The **Edit Business - Program Income Screen** redisplays with updated Program Income information displayed for the edited Program Income block item.

5. Select the <u>SNAP and Other Progress Report</u> <u>Questions & Checklist</u> access tab to return to the <u>SNAP</u> and Other Progress Report Questions & Checklist screen.

To delete Program Income information:

Delete Program Income Information

1. Access the **Edit Business - Program Income** screen as described on page 55.

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Figure 5.24: Edit Business - Program Income Screen (ESP7016).

2. Select the **Delete** hypertext link for the Program Income block item to be deleted (Figure 5.24).

The Delete Program Income screen displays (Figure 5.25).

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Figure 5.25: Delete Program Income Screen (ESP7014).

3. Click Delete.

The program income details are removed from the grant's record.

Inclusion Enrollment

The eSNAP system allows you to enter cumulative enrollment of subjects' todate and their distribution by sex/gender and ethnicity/race directly into the system. Two different report forms of the Inclusion Enrollment report are available, and the eSNAP system uses your information to determine which report is viewed.

NOTE: If activities involving human subjects were performed at any time during the preceding budget period, the population data must be reported in the Inclusion Enrollment section. This applies whether or not the activities are exempt from the Federal regulations for the protection of human subjects and whether or not the activities were performed at either the applicant organization or at any other performance site or collaborating institution.

NOTE: You have the option of using the 5/01 or 4/98 format of the Inclusion Enrollment report for awards made as a result of New and Competing Applications received before January 10, 2002. If you choose to use the 5/01 format, you must continue to use that format for the remaining years of the project.

5/01 Inclusion Enrollment Report

The 5/01 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1997 OMB standards. These standards require at a minimum that data collection involve two separate questions (one on ethnicity and one on race) and that the question on race must provide the option of selecting more than one race. Use the 5/01 format of the Inclusion Enrollment report for awards made as a result of New and Competing applications submitted after January 10, 2002.

This report is divided into two parts

• Part A

In the first section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated ethnic categories. In the second section of Part A you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) subjects for each of the indicated racial categories. As you enter the information, the display-only Total fields are automatically updated with the entered information.

NOTE: The total number of all subjects entered in the racial categories must equal the total number of all subjects entered for the ethnic categories. For example, if you have enrollment data for 100 subjects, describe all 100 in terms of ethnicity *and* all 100 in terms of race.

• Part B

In Part B you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown or not reported) Hispanic or Latino subjects.

NOTE: The total number of subjects reported in Part B must be equal to or less than the totals reported in Part A.

This total usually reflects a subset of the information reported in Part A. For example, you have enrollment data for 100 subjects and 50 of these subjects reported Hispanic/Latino ethnicity. Part B is used to report the racial information for these 50 Hispanic/Latino subjects.

4/98 Inclusion Enrollment Report

In this report you are required to enter the total number of female, male, and unknown (subjects whose gender is unknown) subjects for each of the indicated ethnic categories. As you enter the information, the display-only Total fields are automatically updated with the entered information.

The 4/98 version presumes that data on sex/gender and ethnicity/race were collected from study subjects using the 1977 OMB standards. These standards require at a minimum that data collection involve one question on ethnicity and race.

To complete the Inclusion Enrollment Report:

1. Select the <u>Edit Business</u> access tab from the eSNAP Menu screen. Select the <u>Inclusion Enrollment</u> access tab.



Figure 5.26: Edit Business- Inclusion Enrollment Screen (ESP7032)

2. Select the appropriate hypertext link to complete the 4/98 or 5/01 format of the Inclusion Enrollment Report.

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NIH Protocol Number:		Protocol Nu	mber:			
This study does not involve enrollment from foreign population. Comment for NHI @			Total Enrollment:	136		
0						
PART A. TOTAL ENROLLMENT REPORT: Number of Subjects Enrolled to	Date (Cumulative) by I	Ithnicity and Race	0			
Ethnic Category	S	ex:Gender Malor	Unknown or	Total		
Hispanic of Latino 2	remarks	Marts	Not Reported	Total		
Not Hispanic or Latino	132	0	0	132		
Unknown (individuals not reporting ethnicity)	0	0	0	0		
Ethnic Category: Total of All Subjects*	136	0	0	136	_	
Racial Categories						
American Indian or Alaska Native	1	0	0	1		
Asian	1	0	0	1		
Native Hawaiian or Other Pacific Islander	0	0	0		MUST	
Black or African American	0	0	0	0	MATCH	
White	127	0	0	127		
More than one race	7	0	0	7		
Unknown or not reported	0	0	0			
Racial Categories: Total of All Subjects*	136	0	0	136		
PART II. HISPANIC ENROLLMENT REPORT: Number of Hispanics or Lati	nos Enrolled to Date (C	Cumulative) 😯				
Racial Categories	Females	Males	Not Reported	Total		
American Indian or Alaska Native	0	0	0	0		
Asian	1	0	0	1		
Native Hawaiian or Other Pacific Islander	0	0	0	0		
Black or African American	0	0	0	0		
Vihite	2	0	0	2		
More than one race	1	0	0	1		
Unknown or not reported	0	0	0			
Racial Categories: Total of All Subjects*	4	0	0	4		
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Figure 5.27: 5/01Inclusion Enrollment Report Table (ESP7036)

- 3. Complete the details of the **4/98 Inclusion Enrollment Report Table** or **5/01 Inclusion Enrollment Report Table**.
- 4. Click **Save** at the bottom of the screen.
- 5. Click **Designate As Complete** at the bottom of the **Edit Business - Inclusion Enrollment** screen.

NOTE: The **5/01 Inclusion Enrollment Report Table** is shown in Figure 5.27.

eSNAP Science

Overview

Science items (Progress Reports and research accomplishments) can be uploaded for eSNAP reports with a status of Work in Progress (WIP). Access to science items is granted to PIs or PI delegates when the PI is the current reviewer.

The Progress Report should be a brief presentation of the accomplishments on the research project during the reporting period. The report addresses the specific aims of the project, detail the studies directed toward these aims and their results, emphasize the significance of the findings, summarize plans to address the aims during the next year of support, and describe the resources generated by the project that are available to be shared with other investigators. *See* <u>http://grants.nih.gov/grants/funding/2590/2590.htm</u> for more detailed information. Do not use any PHS2590 fillable form pages for any file uploads. Text inserted into the fillable form pages is not saved once the eSNAP Progress Report is submitted to NIH.

Accessing the Upload Science Screen

The Upload Science screen allows you to upload the following:

- Progress Report
- support information
- bio sketches for key personnel
- research accomplishments
- publication citations

NOTE: SOs and AOs can upload/remove Research Accomplishments and Other eSNAP files.

To access the Upload Science screen:

1. Access the eSNAP Menu screen to select the desired grant as described in *Viewing the eSNAP Grant List* on page 32.



Figure 6.1: eSNAP Menu Screen (ESP7003).

2. Select the <u>Upload Science</u> access tab to view the Upload Science screen (Figure 6.2).

NOTE: The Upload Science menu is only available to the contact PI for the grant. Upload Science is not available to other PIs associated with the grant.

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Figure 6.2: Upload Science Screen (ESP7022)

Upload Science Screen Details	The Upload Science screen consists of three blocks of information: Information block, Files block, Publication Information, and Publications block.						
Information Block	The Information block lists the name of the PI, the grantee institution, and the grant number.						
Files Block	The Files block indicates whether Progress Report, Research Accomplishments, or Other files have been attached to the eSNAP. This section lists the name of the local file, date that the file was created (uploaded in eSNAP) and the document status (files uploaded in Microsoft Word format are given a temporary status of Pending until the conversion to Adobe Acrobat PDF format is complete and the status is changed to Completed). A link is provided to import a new or edited file.						
Publication Information	The Publication Information block exists to allow you to add publications to the grant's record.						
Block Publications Block	The Publications section indicates whether any PI publications have been associated with the eSNAP. Associated publications are listed with the NLM accession number (if applicable) and the citation text. Publications that have not yet been added to the PI's personal profile may be added and included with the eSNAP from this section.						
Attaching Files	You are only able to attach one file as your Progress Report file. If you have completed biosketches and other support information as a part of your Progress Report, you should merge these documents into one file. To merge the documents into one file copy the biosketch and other support information and paste that information at the beginning of your Progress Report. Save it as one file and upload it as one file.						
	File formats that can be uploaded are Microsoft Word documents with the (.doc) file extension, ASCII text files with the (.txt) file extension, or Adobe Portable Document Format (PDF) files with the (.pdf) file extension. Uploaded files are stored in the system in the PDF format. If your file doe not include one of these extensions, the system will not recognize the file.						
	NOTE: Microsoft Word and text files are converted to PDF when uploaded.						
	The Progress Report should not exceed two pages. This is exclusive of any bio- sketches or other support information. In addition to file format limitations, uploaded files are restricted by size. The file must be 3 megabytes (3MB), 3 million bytes, or less. Files larger than 3MB are not accepted by the system.						
	To easily find the size of a Microsoft Word, text, or PDF file on a personal computer:						
	1. Locate the file to be uploaded on your computer.						
	2. Click on the file with the right mouse button.						
	A pop-up menu window displays with options.						
	3. Highlight and click the Properties option (Figure 6.3).						

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Figure 6.3: Click Properties.

The **Properties** window displays with the file's size attribute (Figure 6.4).

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				OK Cancel Apply

Figure 6.4: File Properties Window Displaying File Size.

To attach Progress Reports, Research Accomplishments, and other files using the **Upload Science** screen:

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 63. Locate the **Files** block (Figure 6.5).

Uploading an Attachment

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Figure 6.5: Upload Science Screen (ESP7024).

2. Click **Import** next to the desired file (Progress Report, research accomplishment, or other) (Figure 6.5 above).

NOTE: Research Accomplishments are key items that you want to bring to the attention of your grants management specialist or program officer.

The **Upload File Screen** displays (Figure 6.6).



Figure 6.6: Upload File Screen (ESP7024)

3. Select the file you would like to upload.
There are two different methods that you can use to choose a file to upload:

I. Type the complete path to the location of the file and the name of the file you would like to upload; for example: c:\myFolder\myProgressReport.doc.

— Or —

- II. Click **Browse** to locate the file you would like to upload.
- 4. Click **Upload File** to attach the file to the eSNAP. A message displays at the top of the screen to verify that the file has been uploaded successfully (Figure 6.7).

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Figure 6.7: Upload Science Screen (ESP7024).

The file is given a temporary status of *Pending* until the upload is complete and the status is changed to *Complete*.

Removing an Attached File To remove an attached file using the Upload Science screen:

1. Access the **Upload Science** screen, as described in *Accessing the Upload Science Screen* on page 63. Locate the **Files** block (Figure 6.8).

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Figure 6.8: Upload Science Screen (ESP7024).

2. Click the **Remove** button next to the file to be unattached (Figure 6.8 above).

The **Upload File** screen displays showing the name of file to be removed and **Delete File** and **Cancel** options (Figure 6.9).

3. Click **Delete File** (Figure 6.9).

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Figure 6.9: Upload File Screen (ESP7031)

The **Upload Science Screen** displays. The **Status** column of the selected file is changed to *Not Uploaded* (Figure 6.10).

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Figure 6.10: Upload Science Screen (ESP7024).

4. Click **Designate As Complete** once you have added all of the necessary information to the **Upload Science** screen.

NOTE: For more information about the **Designate As Complete** button functionality, *see* page 37.

Peer-reviewed publications directly relevant to the proposed project, with a bibliography-type reference to the publication and the National Library of Medicine (NLM) accession number can be associated with the eSNAP report. This information is listed in the Publications section of the **Upload Science** screen and is based on the publication information provided in the Personal Profile section of the eRA Commons. Publications that do not appear on the list have not been added to the Personal Profile.

To associate publications that do not appear in the Publications list:

 Access the Upload Science screen, as described in Accessing the Upload Sciences Screen on page 63. Locate the Publication Information block (Figure 6.11).

Associating Publications

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Figure 6.11: Upload Science Screen (ESP7024).

- 2. Type the NLM Accession Number in the **Citation ID** field.
- 3. Type the complete publication reference in the **Citation Text** field.

For example: Radiologic Assessment of Early Rheumatoid Arthritis", Journal of Rheumatology, pp 100-103, June 2002, T. Conturo.

4. Click **Save & New** to add the publication to your Personal Profile and to the listing of Publications associated with the selected grant record (Figure 6.12).

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Figure 6.12: Upload Science Screen (ESP7024).

To associate a publication that appears in the Publications list:

- Access the Upload Science screen, as described in Accessing the Upload Science Screen on page 63. Locate the Publications block.
- 2. Select the check box next to the publication(s) that you would like to associate with the selected record (Figure 6.13).

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Figure 6.13: Upload Science Screen (ESP7024).

- 3. Click **Save** to update the science information.
- 4. Click **Designate As Complete** to indicate completion of the **Upload Science** screen.

NOTE: For more information about the **Designate As Complete** button functionality, *see* page 37.

eSNAP Report Details

Overview

The eSNAP report must follow specific procedures prior to submission. When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority is the current reviewer, the validated eSNAP can be submitted to the NIH.

After an eSNAP Report has been initiated, PIs, PI delegates, and others working on the selected grant have the option of viewing that report. All SOs and AOs can view the eSNAP report at any time. The eSNAP Report displays in Adobe Acrobat PDF format.

NOTE: The eSNAP report in PDF format has a blank submission date, and shows a status of *Draft* until the eSNAP has been submitted.

To view the eSNAP Report:

1. Access the eSNAP Menu page as described in *Viewing the eSNAP Grant List* on page 32.

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Figure 7.1: eSNAP Menu Screen (ESP7003).

Viewing an eSNAP Report

2. Click View eSNAP Report.

A File Download window displays (Figure 7.2).

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Figure 7.2: File Download Window.

3. Click **Open** to view the report, or **Save** to download the report, or Cancel to close the **File Download** window.

The eSNAP Report displays in Adobe Acrobat PDF format when **Open** is selected (Figure 7.3).

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KAREN L CROPSEY WEST HOSPITAL DEPT OF PSYCHIATRY		VIRGINIA COMMONWEALTH PO BOX 980568 RICHMOND , VA 232980568	UNIVERSITY
1200 EAST BROAD STREET 11TH FL, BOX 980109		Department: PSYCHIATRY	
RICHMOND, VA 23298		Major Subdivision: MEDICAL	COLLEGE OF VIRGINIA
Phone Number: (804) 827-1706 Fax Number: (804) 828-9906 Email Address: eRATest@mail.nit	n.gov		
Administrative Official:		Signing Official:	
Susan Robb PO BOX 568 RICHMOND , VA 232980568		Susan Robb PO BOX 568 RICHMOND , VA 232980568	
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Figure 7.3: eSNAP Report Page 1; Adobe Acrobat PDF format.

NOTE: eSNAP reports, for grants having multiple PIs associated with the grant, display all associated PIs. The grant's actual PI is designated with (Contact) adjacent to the PI name. (Not shown in Figure 7.3)

Routing an eSNAP Report

The eSNAP system allows you to route the eSNAP report to the next reviewer or to the previous reviewer for further review or corrections.

To route an eSNAP report:

1. Access the **eSNAP Menu** screen for the desired grant from the Manage **eSNAP** access tab, as described in *eSNAP Menu Screen Details* on page 34.

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Figure 7.4: eSNAP Menu Screen (ESP7003).

2. Click **Route**.

The Route to Next Reviewer screen displays (Figure 7.5).

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Figure 7.5: Route to Next Reviewer Screen (ESP7021).

- 3. From the **Next Reviewer** drop down list, select the reviewer's name to receive the routed eSNAP, (Figure 7.5).
- 4. Add the necessary comments to the **Comments** text box.
- 5. Click **Submit**.

The *Program Director/ Principal Investigator (PD/PI)* assurance agreement displays (Figure 7.6 also, *See* the **PD/PI Assurance Agreement** text on page 78).



Figure 7.6: Program Director/ Principal Investigator (PD/PI) Assurance Agreement.

For PD/PIs **without** submit eSNAP authority, the following assurance agreement text displays:

"I certify the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this submission."

For PD/PIs **with** submit eSNAP authority, the following assurance agreement text displays:

"I certify the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this submission.

In addition, I have been delegated the authority to submit this progress report on behalf of the institution. Therefore, the institution accepts the obligation to comply with the PHS terms and conditions if a grant is awarded as a result of this submission."

6. Click **I Agree** to accept the responsibilities identified in the message, to route the eSNAP, and to return to the **eSNAP Menu** screen. A confirmation displays notifying you that the eSNAP has been successfully routed (Figure 7.7).

NOTE: The current assigned reviewer can submit any or all eSNAP documents not submitted.

PD/PI Assurance Agreement Text



Figure 7.7: eSNAP Menu Screen (ESP7003).

The eSNAP system also allows you to view a routing history table that lists all individuals who have reviewed the selected eSNAP, whether the reviewer has routed the grant, and on what dates the notification was sent to the reviewer, and the reviewer's decision was made. This option is available to PIs, PI Delegates, and current reviewers. Additionally, SOs and AOs can view the routing history at any time.

To view an eSNAP Report's routing history:

1. Access the **eSNAP Menu** screen for the desired grant. See *eSNAP Menu Screen Details* on page 34 for further information.

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Figure 7.8: eSNAP Menu Screen (ESP7003).

Viewing Routing History

2. Click View Routing History.

The View Routing History screen displays (Figure 7.9).

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Bethesda, Maryland 20892	Screen Id: ESP7020	FIND. APPLY. SUCCEED."

Figure 7.9: View Routing History Screen (ESP7020).

3. View the grant's routing history. Click **Back** to return to the **eSNAP Menu** screen.

The eSNAP application offers you the option of recalling an eSNAP that you have routed to another reviewer. When you recall an eSNAP you can then set yourself as the current reviewer. Signing Officials can recall an eSNAP at any time, even if they are not the last reviewer. Principal Investigators can recall an eSNAP whenever it has a status of Reviewer Work in Progress (even if they are not the last reviewer to route the eSNAP). This is useful in situations where an eSNAP has been misrouted either to the wrong person or to someone who is unavailable.

To recall an eSNAP report:

 Access the eSNAP Menu screen for the desired grant that has been routed to another reviewer. See eSNAP Menu Screen Details on page 34 for further information.

Recalling an eSNAP Report

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Grand Murchart	580104084885-03	
Institution	UNITERSITY OF CINCINNATI	
PI Name:	BENOT STEPHEN C	
Project Title:	Syndecan & CNS Melanocotin Signaling in Energy Balance	
Due Date:	02/16/2006	
Current Reviewer:	Housh, Tana M	
Status:	Reviewer Work in Progress	
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Figure 7.10: eSNAP Menu Screen (ESP7003).

2. Click **Recall**.

The eSNAP Menu page displays a confirmation that the eSNAP has been successfully recalled. The former reviewer receives an email notification letting them know that you have recalled the eSNAP.

(eRA	Ironic Research Administration Commons	Welcome benotisc Institution: UNIVERSITY OF CINCINNATI Authority: UAR PI
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The application has been su NHH Manuscript Submission	ccessfully recalled. You have been set as the Current eSNAP Reviewer. System Status: AVAII ABI F	
Consideration Information		
Grant Number:	50010U0878085.00	
Institution:	UNMERSITY OF CINCINNATI	
PI Name:	BENOIT, STEPHEN C	
Project time:	Syndecan 6. CNS Metanocomn Signaling in Energy Balance	
Current Reviewer:	BENOT STEPHEN C	
Status:	Principal Investigator Work in Progress	
Organization Information Performance Stees Nery Personnel Research Subject SNAP Questions Inclusion Enroltment View eSNAP Report	Incomplete Incomplete Incomplete Incomplete Incomplete	
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Figure 7.11: eSNAP Menu Screen (ESP7003).

Validating an eSNAP Report Validate the eSNAP to check all the required data fields in the Work in Progress (WIP). The system displays error messages for each field with incorrect or missing data.

NOTE: Validation can only occur once all sections of the eSNAP have been designated as complete. An eSNAP can be validated at any time once its status is WIP and it can be validated multiple times.

To validate an eSNAP report:

1. Access the **eSNAP Menu** screen for the desired grant. See *eSNAP Menu Screen Details* on page 34 for further information.

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NIH Manuscript Submission S	rstern Status: AVAILABLE	
Application Information		
Grant Number:	5R01Dk/064885-03	
Institution:	UNIVERSITY OF CINCINNATE	
PI Name:	STEPHEN C BENOIT	
Project Title:	Syndecan & CNS Melanocortin Signaling in Energy Balance	
Due Date:	02/16/2006	
Current Reviewer:	BENOIT STEPHEN	
Status:	Principal Investigator Work in Progress	
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Bethesda, Maryland	20892 Screen ld: ESP7003	FIND. APPLY. SUCCEED."

Figure 7.12: eSNAP Menu Screen (ESP7003).

2. Click Validate.

A list of known errors displays if any errors exist within the selected eSNAP (*see* error message example display on Figure 7.13).

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NIH Manuscript Submission Sy	tern Status: AVAILABLE	
Error Message		
Progress report for the grad	t application does not exist. The grant application can not be submitted to the NIH. (D: 19907)	
The eSNAP has the followi	agerres that must be corrected, dD: 20025)	
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Please select the level	of effort change guestion Contact the NIH Administrator (ID: 20110)	
Please select the unob	ipated balance question (ID: 20145)	
Please select Yes or N	r for Exemption (D: 20147)	
Please answer Yes or I	io for the Change Human Subjects Involvement question from the checklist. (ID: 19950)	
Please answer Yes or I	io to the Change in Animal Subject Involvement question from the checklist. (ID: 19960)	
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Decree Year Famed is	a required field (IC: 30400)	
Institution is a Required	field (D: 30403)	
Personal Profile information	e for the Administrative Official assigned to the eSNAP has following errors and must be corrected by the AO (ID; 20026)	
The eSNAP has no Adr	inistrative Official assigned. (D: 19977)	
Personal Profile information	in for the Signing Official assigned to the eSNAP has following errors and must be corrected by the SO (ID: 20027)	
The eSNAP has no Sig	ing Official assigned. Contact your institution's Business Office for assistance. (D: 19978)	
Institutional assurances an	d certifications have not been validated. Have signing official validate in Institutional Profile. (ID: 20545)	
Application Information		
Grant Number:	5R01DK064885-03	
Institutions	UNMERSITY OF CINCINNATI	
P1 Name:	BENOIT, STEPHEN C	
Project Title:	Syndecan & CNS Melanoconin Signaling in Energy Balance	
Due Date:	02/16/2006	
Current Reviewer:	BENOIT, STEPHEN C	
Status:	Principal Investigator Work in Progress	
Status of Completion:		
Upload Science	Incomplete	
Organization Information	Incomplete	
Performance Sites	Incomplete	
Key Personnel	Incomplete	
Research Subject	Incomplete	
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Figure 7.13: eSNAP Menu Screen (ESP7003).

Submitting an eSNAP Report

When the institution's Signing Official (SO) or a PI that has been delegated SO submitting authority (see *SO - Delegating Submit Authority* on page 17 for details) is the current reviewer, the validated eSNAP can be submitted to the NIH.

NOTE: An eSNAP must be validated prior to submission. Validation can only occur once all sections of the eSNAP have been designated as complete (*see Validating an eSNAP Report* on page 81).

NOTE: SOs must validate three new assurances/certifications before submitting an eSNAP **1**— **PI Assurance**; **2** – **Prohibited Research**; **3** – **Select Agent Research** (*see* Figure 7.14).

- Also -

See Edit IPF Assurances and Certifications in the eRA Commons User Guide at the eRA Commons Support Page, <u>http://era.nih.gov/commons/index.cfm</u>, for details on validating assurances and certifications.

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ugfree Workplace Assurance		09/02/20	303
ancial Conflict of Interest		09/02/20	103
ndicapped Individuals Assurance		09/02/20	003
man Subjects Research		09/02/20	03
lusion of Children Policy		0902/20	003
titutional Debarment and Suspension Assurance		09/02/20	003
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search Using Human Embryonic Stem Cells		09/02/20	103
search on Transportation of Human Fetal Tissue		09/02/20	103
lect Agent Research		07/06/20	07
x Discrimination Assurance		09/02/20	103
rlebrate Animals		09/02/20	103
omen and Minority Inclusion Policy		09/02/20	103

Figure 7.14: IPF Assurances and Certification Screen (IPF2005).

NOTE: The following list describes Assurances and Certification name changes:

<u>New Name</u>
Financial Conflict of Interest
Human Subjects Research
Institutional Debarment and Suspension Assurance
Recombinant DNA, Including Human Gene Transfer Research
Research Using Human Embryonic Stem Cells
Research on Transplantation of Human Fetal Tissue

To submit an eSNAP report:

 Access the eSNAP Menu screen for the desired grant. See eSNAP Menu Screen Details on page 34 for further information.

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IH Manuscript Submission S	ystem Status: AVAILABLE		
Application Information			
Grant Number:	5R01HL059469-08		
Institution	VIRGINIA COMMONWEALTH UNIT	MERSITY	
PI Name:	Kukreia Rakesh C		
Project Title:	Molecular Mechanisms of Delave	d Preconditioning	
Due Date:	07/16/2005		
Current Reviewer:	Chism, Cherd		
Status:	Reviewer Work in Progress		
Status of Completion:			
Upload Science	Complete		
Organization Information	Complete		
Performance Sites	Complete		
Key Personnel	Complete		
Research Subject	Complete		
SNAP Questions	Complete		
Inclusion Enrollment	Complete		
View eGNAP Report	Validate View Routing History	Recall R de Submt	
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Figure 7.15: All sections must be Designated as Complete and the eSNAP must be validated prior to submission.

2. Click Submit.

The system verifies that the eSNAP contains all the required data in the proper format.

3. An email notification indicating that there is missing/invalid data or that the eSNAP has been accepted for submission is automatically sent by the system. If the SO submits the eSNAP, notification is sent to the PI and the AO listed on the Org. Info page. If the PI submits the eSNAP, notification is sent to the SO and the AO listed on the Org. Info page. Once accepted, the status of the submitted eSNAP is set to *Submitted*.

Assigned NIH staff personnel are also notified when the report is submitted.

PD/PI Assurance Report

The responsibility to secure and retain a written assurance (including date) of all PD/PIs prior to submitting an eSNAP Progress Report to the NIH now rests with the grantee institution. They further agree to make the signature available to the NIH upon request. Since the eSNAP feature already accommodated the PD/PI "sign-off", it has been determined that this can be the official system of record for this particular assurance. A report has been created to allow grantee officials to retrieve this information upon request.

SO – PD/PI Assurance Report

To view the PD/PI Assurance Report:

SO – Viewing the PD/PI Assurance Report

- 1. Login to Commons and access the eSNAP module as described in *Accessing the eSNAP Module* on page 5.
- 2. On the Manage eSNAP screen (Figure 8.1) click the PD/PI Assurance Report access tab.

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Figure 8.1: Manage eSNAP Screen (ESP7002).

The PD/PI Assurance Report screen displays (Figure 8.2).

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Figure 8.2: PD/PI Assurance Report Screen (ESP7039).

3. Enter the search criteria (Figure 8.2):

PD/PI Name, last and first (optional).

Date Range, from and to.

4. Click Search.

PD/PI Assurance search results display for database records matching the search criteria (Figure 8.3).

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R01HD035873-07	DUNCAN, SUSAN C		SUEDUNCAN	9/7/2004 17:39	10 ROUT	E
R01DA012986-04	Foster, Edward Michael		MICHAELFOSTER	7/16/2004 15:30	0:35 ROUT	(
R01A0020048-07	OOLDBERO, LEWIS R		LEWGOLDBERG	7/8/2004 18:30	30 ROUT	E
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Contact Us8Help Desk I Privacy Notice I Di National institutes of Heath (NH-0 9000 Rockville Pike Bethesda, Maryland 20892	sciaimer (Accessibility) Department of Health and Human Services	© 2007 NH. All Rights Reserved. Screen Rendered: 07/09/2007 01:2 Screen Id: ESP7039	8.09 EDT		GRANT	TS.GOV"

Figure 8.3: PD/PI Assurance Report Screen (ESP7039).

NOTE: Search results are limited to 100 records per page. For search results greater than 100, the system provides record navigation capability.

NOTE: For SOs, only the SOs default institution affiliated records are included in search results.

NCAA – PD/PI Assurance Report NIH Only

NCAA users are internal NIH users—staff members within eRA who perform account activation for requested Commons accounts. This particular report is available to only NIH staff holding this special role and is not applicable to grantees.

To view the PD/PI Assurance Report:

NCAA – Viewing the PD/PI Assurance Report

- 1. Login to Commons and access the eSNAP module as described in *Accessing the eSNAP Module* on page 5.
- 2. On the NCAA ESNAP Reports screen (Figure 8.4) click the PD/PI Assurance Report access tab.



Figure 8.4: NCAA ESNAP Reports Screen (ESP7041).

The PD/PI Assurance Report screen displays (Figure 8.5).

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Figure 8.5: PD/PI Assurance Report Screen (ESP7039).

3. Enter the search criteria (Figure 8.5):

IPF code.

PD/PI Name, last and first (optional).

Date Range, from and to.

4. Click Search.

PD/PI Assurance search results display for database records matching the search criteria (Figure 8.3).

Electronic Re e RA	Commons		Welcome pi Institution: U. Authority: N	erpointb_com S. NATIONAL INSTITUTES OF HEALTH CAA OFM OFMDE UPSPR CDEV Loo-out
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 Betnesda, Maryland 20892 	Screen Id: ESP7039			FIND. APPLY. SUCCEED."

Figure 8.6: PD/PI Assurance Report Screen (ESP7039).

NOTE: Search results are limited to 100 records per page. For search results greater than 100, the system provides record navigation capability.

NOTE: For NCAA users, only records affiliated with the institution identified by the IPF code search parameter are included in search results.

PD/PI Assurance Report Fields

<u>Column</u>		Description
Grant #	-	Combination of Characters and Numbers that identify a grant.
PD/PI Name	_	Principal Investigator name.
User ID	_	Principal Investigator user id.
I Agree Date	-	The date that the PI electronically agreed to the terms required for performing the action shown in the adjacent Action column.
Action	_	The action performed by the PI that prompted assurance agreement.

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